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System Help Documentation for New / Extension Approval Applications

Process Overview

Login into AICTE Web Portal

Prerequisite: User needs to have a valid username and password for existing institute
(One institute = One login) Refer **New User Id**



Create a New Application and Fill in all the details



Give Institute Details, Organization details, Contact person details, Land details, Building details, Head of Institute Details. Add Programmes, Courses , Faculty Details, Instructional Area and Common Facilities, Administrative area, Amenities area , Other facilities



Enter Lab details, Library books, Library facilities, computational facilities, Technical staff, financial details, Circulation area, Operational funds, Admin and Library staff, Fee structure, Hostel facilities, Company/Industry Details, Student Details, Technical Campus Details, Anti-Ragging Details and Grants Received



SUBMIT THE APPLICATION



Go to Payments tab and pay the Processing Fee

Refer **Payments**



Help Manual for AICTE website

Creating 'New Application'

For creation of 2013-2014 Application

Login into AICTE web portal with New User Id

AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://172.17.106.80/prmportal_enu/start.swe?SWECmd=Login&SWEHo=172.17.106.80&SWETS=1292395885 Go Links »

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File Edit View Query Tools Help

AICTE Web Portal:

Home

AICTE Web Portal

User Login

Login Name:*

Password:*

☐ Remember my User ID and Password

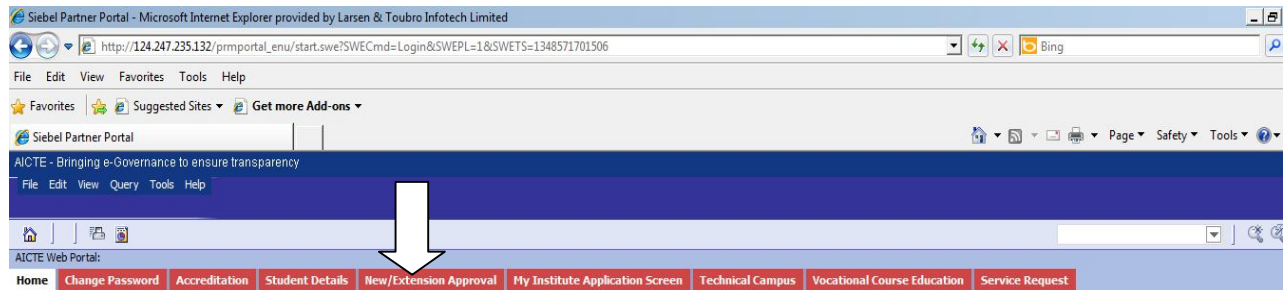
OK

Start | Local intranet | 12:22 PM



Help Manual for AICTE website

Click on the **'New/Extension Approval'** tab



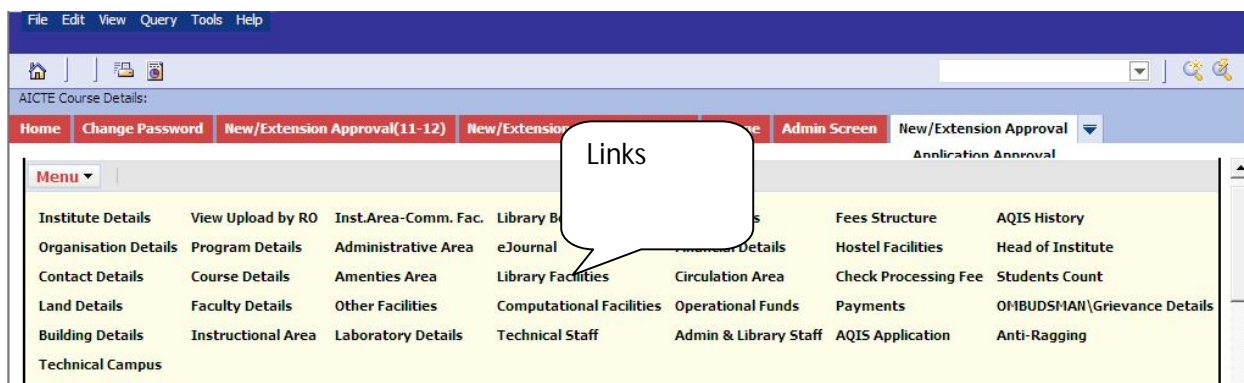
AICTE Web Portal



Quick Links

Quick links are used to navigate to different tabs by simply clicking on links.

Note : You should have at least one Application to Navigate to different tabs.



Institute Details: Clicking on Institute Details will take the user to the “Institute Details” tab.

Organisation Details: Clicking on Organisation Details will take the user to the “Organisation” tab.

Contact Details: Clicking on Contact Details will take the user to the “Contact Person” tab.

Land Details: Clicking on Land Details will take the user to the “Land Details” tab.

Building Details: Clicking on the Building Details will take the user to the “Building Details” tab.

View Uploads by RO: Clicking on the View Uploads by RO will take the user to the “View Uploads by RO” tab.

Program Details: Clicking on the Program Details will take the user to the “Programme” tab.

Course Details: Clicking on the Course Details will take the user to the “Courses (Shift 1&2)” tab.

Faculty Details: Clicking on the Faculty Details will take the user to the “Faculty Details” tab.



Instructional Area: Clicking on the Institute Details will take the user to the “Instructional Area” tab.

Inst.Area-Comm. Fac.: Clicking on the Inst.Area-Comm.Fac will take the user to the “Instructional Area-Common Facilities” tab.

Administrative Area: Clicking on the Administrative Area will take the user to the “Administrative Area” tab.

Amenties Area: Clicking on the Amenties Area will take the user to the “Amenities Area” tab.

Other Facilities: Clicking on the Other Facilities will take the user to the “Other Facilities” tab.

Laboratory Details: Clicking on the Laboratory Details will take the user to the “Laboratory Details” tab.

Library Books: Clicking on Library Books will take the user to the “Library Books” tab.

eJournal: Clicking on eJournal Subscription will take the user to the “eJournal Subscription” tab.

Library Facilities: Clicking on Library Facilities will take the user to the “Library Facilities” tab.

Computational Facilities: Clicking on Computational Facilities will take the user to the “Computational Facilities” tab.

Technical Staff: Clicking Technical Staff will take the user to the “Technical Staff” tab.

JFDR Details: Clicking on JFDR Details will take the user to the “JFDR Details” tab.

Financial Details: Clicking on Financial Details will take the user to the “Financial Details” tab.

Circulation Area: Clicking on Circulation Area will take the user to the “Circulation Area” tab.

Operational Funds: Clicking on Operational Funds will take the user to the “Operational Funds” tab.

Admin & Library Staff: Clicking on Admin & Library Staff will take the user to the “Admin & Library Staff” tab.

Fees Structure: Clicking on Fees Structure will take the user to the “Fee Structure” tab.

Hostel Facilities: Clicking on Hostel Facilities will take the user to the “Hostel Facilities” tab.

Check Processing Fee: Clicking on Check Processing Fee will take the user to the “Check Processing Fee” tab.

Payments: Clicking on Payments will take the user to the “Payments” tab.



AQIS Application: Clicking on AQIS Application will take the user to the “AQIS Application” tab.

AQIS History: Clicking on AQIS History will take the user to the “AQIS History” tab.

Head of Institute: Clicking on Head of Institute will take the user to the “Head of Institute” tab.

Students Count: Clicking on Students Count will take the user to the “Students Count” tab.

Company/Industry Details: Clicking on Company/Industry Details will take the user to the “Company/Industry Details” tab.

OMBUDSMAN Details: Clicking on OMBUDSMAN Details will take the user to the “OMBUDSMAN Details” tab.

Technical Campus Details: Clicking on Technical Campus Details will take the user to the “Technical Campus Details” tab.

Anti-Ragging Details: Clicking on the Anti-Ragging Details will take the user to the “Anti-Ragging Details” tab.

Grants Received: Clicking on Grant Received will take the user to the “Grants Received” tab.



Help Manual for AICTE website

'New Application' button will be enabled for these users. Click on 'New Application' button to create a blank 2013-2014 application. Institute can then enter the details

The screenshot shows the AICTE New Application form. The top navigation bar includes links like Home, Change Password, Student Details, New/Extension Approval, and My Institute Application Screen. Below this is a 'Quick Links' menu. The main form area is titled 'Application-Header' and contains several fields. Callouts provide the following information:

- Academic Year 2013-2014**: Points to the 'Academic Year' dropdown menu.
- Status is set to 'New'**: Points to the 'Current Status' dropdown menu.
- Application Type Set to 'Approval'**: Points to the 'Application Type' dropdown menu.

The form fields and their values are as follows:

Field	Value
Current Application Number*	1-1253890991
Permanent Institute Id:	
Academic Year*	2013-2014
Chapter:	
Current Status*	New
Sub Status:	
Application Opened on*	05/12/2012
Application Submitted on:	
Attend Scrutiny Committee On:	
Application Type:	Approval
Appeal Requested Date:	
Overall Deficiency(Y/N):	

The **Current Application Number** is automatically generated by the system. Note down the Number for future reference.

Current Status is set to 'New' while the *Sub-Status* field is blank.

Academic year is set to "2013-2014".

Application Type is set to "Approval"

Scroll down the Application to enter Institute details



Help Manual for AICTE website

Institute Details

Click **"Institute Details"** Tab

Enter details for all the fields displayed.

Put cursor on the Red icon beside the field for tips on particular field.

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File Edit View Query Tools Help

AICTE New Application:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk My Institute Application Screen

Application Approval

Application- Header

Menu Save

Institute Details

Name of the Institution:* M.D.N.SCHOOL OF PHA

Address of the Institution:* NARWANA ROAD,KALAYAT

AICTE Region: North-West

State/UT:* Haryana

District:* KAITHAL

Town/City/Village:* KALAYAT

Pin:* 136117

Approval Year of First Course: 2011

Date of the first approval by AICTE letter: 11/8/2011

Bank Name: PNB

Bank Account Number: 2108000100111289

Do you Wish to change Institute Name?: N

Bank IFSC Code: PUB0210800

PAN: AAATJ4597P

Institution Type:* Unaided - Private

Any Un-aided Course?: Y

Woman Institute: N

Do you Wish to Change to Co-Ed?: N

New Name for Institute after Conversion to Co-Ed:

Minority Institute: N

Type Of Minority Institute:

Name of the Minority:

Minority Name If Linguistic:

Land Phone Number:* 260970

Cell Number: 9416408120

FAX number:* 1746260970

STD Code:* 1746

Put cursor on the red icon for tips while entering details

Keep blank for New Institute

Keep blank for New Institute

User Manual for Vocational Education (AICTE Approved Institutes) Help manual 1 of 8

Local intranet | Protected Mode: Off 100%



Help Manual for AICTE website

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://124.247.235.132/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=ZUB9-vbxFWiCxoCzd

Siebel Partner Portal

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File Edit View Query Tools Help

AICTE New Application:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk My Institute Application Screen

Application Approval

Do you Wish to change Institute Name?: N

Please Enter New Institute Name:

Do you Wish to change Institute Site Address?:

Please Enter New Institute Site Address:

Distance Between Old site and New site(in kms):

STD Code: 1746

Primary Email: mdn.institute@gmail

Alternate Email: advrswami@yahoo.c

Website: www.mdn.schoolphrk

AICTE File Number: NORTH-WEST/2011/

For All New Diploma/Degree Institute

Do you have valid LOI for the current Academic year?: No

Reference Id #:

Dual Degree/Integrated Course Payment Details

Dual Degree/ Integrated Course Payment Receipt Flag: N

Website Administrator Details

First Name: Advocate

Last Name: Rajender Kumar

Administrator Email: advrswami@yahoo.com

Applicable to Institute for which Name change has been Approved

Old Name of the Institute:

Has the Name of the Institute changed since first Approval?:

(AICTE Approved Institutes) Help manual of online application for "AICTE - CII survey of Industry Institute Linkages - Awards" User Manual for Vocational Education (New Inst) 1 of 8

Local intranet | Protected Mode: Off



Help Manual for AICTE website

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://124.247.235.132/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=ZUB9-vbxFWiCxoCzd

Siebel Partner Portal

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File Edit View Query Tools Help

AICTE New Application:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk My Institute Application Screen

Application Approval

Administrator Email: advrswami@yahoo.com

Mobile Number: 9416408120

Land Phone Number: 1746260970

Has the Name of the Institute changed since first Approval?:

Please Enter Old Name of the Institute:

Please Select Reason for Name Change:

Questionnaire

1. Total number of teaching faculty in the Institute for all Programmes:

2. Number of teaching faculty approved by University/Government?:

3. Are all approved teaching faculty being paid as per VI pay commission?:

4. Are all the teaching faculty, as per AICTE qualification?:

5. Do you wish to apply closure of Institute?:

6. Percentage Grant Received from Government?:

7. Whether Institute is operating from Permanent Site/Temporary Site?:

Institutes Applying for New Program

☐ All New Institute

☐ Existing Institute Applying for New Program

☐ None of the Above

Institute Permanent ID: (Applicable for Existing Institute applying for New Programme):

for Vocational Education (New Institutes) Last date for submitting CII Application is extended to 31st August 2012 User Manual for SKP Applications For any CII related 3 of 8

Local intranet | Protected Mode: Off 100%



Help Manual for AICTE website

Name of the institution: Enter full Name of the institute.

Address of the institution: Enter Address of the Institution in the area provided.

Town/City/Village: Enter Name of Town or City or village of the institute.

State/UT: Select State/UT from the Dropdown list Values.

District: Select a District. The list of Districts displayed is dependent on the State selected. This is a Required Field.

AICTE Region: It's a system generated value. This Column will populate the Region Name automatically once state is selected.



Pin: Enter 6 Digit Postal code.

Approval Year of First Course: Select year from the options in which First course was approved for the Institute.

Date of First Approval by AICTE letter: Enter the Date of First Approval by AICTE letter.

Bank Name: Enter institute's Bank Name

Bank Account Number: Enter Institute's Bank Account Number

Bank IFSC Code: Enter Institute's Bank IFSC Code

PAN: Enter PAN Number

Institution Type: Select a value from the options. Values are:

1. Government: If it's a Government Institute.
2. Govt. aided: If the Institute is Govt. aided.
3. Unaided - private: If it is a Private Institute.
4. University Managed: If it is Managed by the University.
5. Private Aided: If the Institute is Private aided.
6. Deemed University(Government): If the institute is Government Deemed University.
7. Deemed University(Private): If the institute is Private Deemed University.
8. Central University: If it is a Central University.



Help Manual for AICTE website

Any Un-Aided Course: Select from the drop down if you have any Un-aided courses in your Institute.

Women Institute: Select from the drop down if it is Women's Institute.

Do you wish to Change to Co-Ed? : Select from the drop down if you want to change your Institute from Girls institute to Co-education. Fees will be applicable.

New Name for Institute after Conversion to Co-Ed: Enter New Name of the Institute If you wish to change the Institute Name after Conversion to Co-Ed. You can enter this value only if you click the above check box.

Minority Institute: Select a Value from the Options if it is a 'Minority Institute'.

Type Of Minority Institute: Select a value from the options. Values are:

- 1) **Linguistic:** Select '**Linguistic**' if Minority Institute Type is Language Based.
- 2) **Religious:** Select '**Religious**' if Minority Institute Type is Religious Based.



Name of the Minority: Select a Value if '**Type Of Minority Institute**' is Religious. This becomes required when type of minority institute is '**Religious**'.

Minority Name if Linguistic : Enter Name of Minority if '**Type Of Minority Institute**' is '**Linguistic**'. This becomes required when '**Type Of Minority Institute**' is '**Linguistic**'.

STD Code: Enter STD Code. It should **not** be more than 6 digits.

Land Phone Number: Enter Land Phone Number of the Institute which contains 5 to 10 digits.

Cell Number: Enter 10 digit Cell Number for Correspondence.

FAX Number: Enter 5 to 10 digit FAX Number.

Primary Email: Enter Valid Email Address of the Institute. ex: collegename@yahoo.com

Alternate Email: Enter another domain email address different from the primary email address.

AICTE File Number: This defaults to 'NEW' if you are applying for **new institute**, If you are applying for **Extension Approval** Remove NEW and Enter AICTE File Number.

Website: Enter Institute Website's URL. Ex: www.institutename.com

Do you Wish to change Institute Name?: Click in this check box if you want to change Institute name.

Please Enter New Institute Name: Enter New institute name. Make sure to enter this if you click the above check box.

Do you wish to change Institute Site Address: Click in this check box if you wish to change Institute Site Address.

Please Enter New Institute Site Address: Enter New Institute Site Address.

Distance Between Old site and New site(in kms)?: Enter the distance between Old and New site (in Kms)

If Technical Campus is in same plot of Land: Click in this check box if technical campus is in same plot of land.

Name of New Technical Campus: Enter New Technical Campus Name.



Web Site Administrator Details:

First Name: Enter the First Name

Last Name: Enter the Last Name

Administrator Email: Enter the Administrator Email

Mobile Number: Enter the Mobile Number

Land Phone Number: Enter the Land Phone Number

Has the Name of the Institute changed since first Approval?: Please select values from dropdown, dropdown values are:

1. Yes
2. No

Please Enter Old Name of the Institute: Enter the name of the institute before Institue name was changed . This field is mandatory if value of the field - Has the Name of the Institute changed since first Approval? Is "yes".

Please Select Reason for Name Change: Select the reason for name change of the institute. Please select values from dropdown, dropdown values are:

1. Integrated Campus
2. Technical Campus
3. Women's to Co-ed
4. Request for Name Change

This field is mandatory if value of the field – Has the Name of the Institute changed since first Approval? Is "yes".



Questionnaire:

Total number of teachers in the Institute for all Programmes: Enter the total number of teachers in the Institute for all programmes.

Note: This number should be equal to the total number of faculty in the **Faculty Details** Tab(Excluding Visiting Faculty, Left the Institute and Duplicate Faculty), otherwise on **Submit Application**, it will give an error.

Number of teachers approved by University/Government?: Enter the number of teachers approved by University/Government.

Are all approved teachers being paid as per VI pay commission?: Please select values from dropdown, dropdown values are:

Y
N

Are all the teachers, as per AICTE qualification?: Please select values from dropdown, dropdown values are:

Y
N

Do you wish to apply closure of Institute?: Please select values from dropdown, dropdown values are:

Y
N

Percentage Grant Received from Government?: Please enter percentage grant received from government.

Whether Institute is operating for Permanent Site/Temporary Site?: Please select the value from dropdown, the values are:

1. Permanent Site
2. Temporary Site

Whether mandatory disclosure is uploaded in Ins-titute website?: Please select values from dropdown, dropdown values are:

Y
N

Whether the Institute following ICAI Accounting Formats?: Please select values from dropdown, dropdown values are:

Y
N



Fees to be charged, Reservation policy, Admission policy, Document retention policy are duly approved by State Govt?: Please select values from dropdown, dropdown values are:

Y
N

Fees to be charged, Reservation policy, Admission policy, Document retention policy are duly approved by Affiliating University?: Please select values from dropdown, dropdown values are:

Y
N

Fees to be charged, Reservation policy, Admission policy, Document retention policy are uploaded in Inst-itude Website?: Please select values from dropdown, dropdown values are:

Y
N

Courses/Approved Intake displayed at the entrance of the Institute?: Please select values from dropdown, dropdown values are:

Y
N

There are 3 Options given under Institutes Applying for New Program Section

- 1.All New Institute
- 2.Existing Institute Applying for New Program
- 3.None of the Above

If 'Existing Institute Applying for New Program' is selected, Institute Permanent ID becomes a required data.



Help Manual for AICTE website

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://124.247.235.132/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=ZUB9-vbxFwICxoCzd

Siebel Partner Portal

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File Edit View Query Tools Help

AICTE New Application:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk My Institute Application Screen

Application Approval

one Number: 1746260970

Please Enter Old Name of the Institute:

Please Select Reason for Name Change:

number of teaching faculty in the Institute for all ammes:

er of teaching faculty approved by University/Gov-ent?:

Il approved teaching faculty being paid as per VI pay ission?:

Il the teaching faculty, as per AICTE qualification?:

u wish to apply closure of Institute?:

ntage Grant Received from Government?:

her Institute is operating from Permanent Site/orary Site?:

her mandatory disclosure is uploaded in Institute's te?:

Institutes Applying for New Program

☐ All New Institute

☐ Existing Institute Applying for New Program

☐ None of the Above

Institute Permanent ID:
(Applicable for Existing Institute
applying for New Programme):

User Manual for SKP Applications For any CII related queries Contact Tushar Garg tushar.garg@ci.in +91-9810985000 or Shalini Sharma shalini.sharma@ci.in +91-9810176604. 4 of 8

Local intranet | Protected Mode: Off 100%

Click on "Save" button to save the record.



Help Manual for AICTE website

Organization

Click '**Organization**' Tab

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File Edit View Query Tools Help

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Menu

Application Approval

Institute Details

Current Application Number:* 1-1252151976 Current Status:* New Name of the institution:* Academic Year:* 2013-2014

Permanent Institute Id: 1-9009071 Sub Status:

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 **Organisation** View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) Students Count

Menu Save

Applicant Organization to be Entered

Name of the Parent Organization: Organization Address: 32/4, E.C. ROAD, District: DEHRADUN

Type of the Organization: Society PIN: 248001

Registered with: REGISTRAR, CHITS & FUI Land Phone STD Code: 135

Registration date: 14/05/2004 Land Phone Number: 2721691

Registration Number: 20181D Town / City / Village: DEHRADUN FAX Number: 2694245

State/UT: Uttarakhand Organization Website:

Fill in all the Details:

Name of the Parent Organization: Enter full Name of the Organization.

Type of the Organization: Select a value from the dropdown depending on the Type of your organization. Values are:

1. Trust: If the organization is a Trust.
2. Society : If the organization is a Society
3. Government. : If the organization is a Government owned
4. PPP:
5. University Managed : If the organization is university Managed



6. Sector 25 Company:

Registered with: Enter registration Details.

Registration Date: Enter the Date of Registration.

Registration Number: Enter Registration Number.

Organization Address: Enter Address of the Organization.

Town/City/Village: Enter Name of Town or City or village of the Organization.

State/UT: Select State or Union Territory from the Dropdown Values.

District: Select District from the dropdown after selecting the State.

PIN: Enter 6 Digit Pin code.

Land Phone STD Code: Enter STD Code. It should not be more than 6 digits.

Land Phone Number: Enter Land Phone Number of the Institute which contains 5 to 10 digits.

FAX Number: Enter 5 to 10 digit FAX Number.

Organization website: Enter URL of the Website (ex: www.organization.com)

Click on "Save" button to save the record.



Help Manual for AICTE website

Trustee

Trustee: To add Trustee Details. Click "Add" button

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File Edit View Query Tools Help

AICTE2 Organisation Details View:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Type of the Organization: Society
Registered with: REGISTRAR, CHITS & FIJI
Registration date: 14/05/2004
Registration Number:
Town / City / Village:
State/UT: Uttarakhand
DEHRADUN
PIN: 248001
Land Phone STD Code: 135
Land Phone Number: 2721691
FAX Number: 2694245
Organization Website:
1234567898

Trustee Menu Add Save Query

Title	First Name	Middle Name	Last Name	Designation	Date of Birth	Trustee Since	Trustee Till	Mobile Phone #	Email	PAN	Profession	Academic Qua
Mr.	SDFSD	sadfsd	SDAF	Chairman	10/09/2012	11/09/2012	29/09/2012	1234567898	r@gmail.com	SDF123SD34	SDFDSAF	

Title: select a value form the options

First Name: Enter First name of the trustee

Middle Name: Enter Middle name of the trustee

Last Name: Enter Last name of the trustee

Designation: Select appropriate Designation of the Trustee

Date of Birth: Enter Date of Birth of trustee

Trustee Since: Enter Date since he/she was acting as Trustee for the Organization

Trustee Till: Enter Date till He/she will be acting as a Trustee for the organization

Mobile Phone Number: Enter 10 digit Mobile Phone Number

STD Code: Enter STD Code. It should not be more than 6 digits.



Land Phone Number: Enter Land Phone Number which contains 5 to 10 digits.

FAX Number: Enter 5 to 10 digit FAX Number.

Email Address: Enter Valid Email Address of the Trustee Containing "@" and dot(.)

ex: Trustee@yahoo.com

PAN: Enter PAN Number

Profession: Enter Profession of the Trustee

Academic Qualification: Enter Academic qualification of trustee

Address Line1/Address Line2: Enter Address

City/Village: Enter City/Village of the Trustee

State: Select State from the Dropdown

Postal Code: Enter 6 Digit Postal Code.

Country: Select Country name from the Dropdown

Click on "Save" button to save the record.



Help Manual for AICTE website

Contact Person

Click on '**Contact Person**' Tab. Please provide **All Information and Correct Information for this since all communication (Email/SMS) will take place with this contact. All Information is Required.**

The screenshot shows the AICTE website interface. The top navigation bar includes links like Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), College, Admin Screen, and New/Extension Approval. The 'Contact Person' tab is selected. The form contains the following sections:

- Processing Fee Payment Details:** Fields for Total Processing Fee, Processing Fee Paid, and Balance Processing Fee.
- Declaration:** A text area for a declaration and a Year field (2013-2014).
- Contact Person Details:** Fields for Title, First Name, Last Name, Address, Town/city/Village, State/UT, District, Postal Code, Designation, STD Code, Land Phone Number, Fax Number, Cell Number, Alternate Cell Number, Email Address, and Alternate Email Address.

A white arrow points to the 'Contact Person' tab in the navigation bar.

Provide details for all the fields displayed on the form

Title: Select title from the values given

First Name: Enter First name of the Person to be contacted for all communication

Last Name: Enter Last name of the Person to be contacted for all communication

Address: Enter Address of the Contact Person

Town/City/Village: Enter Name of Town/City/village

State/UT: Select State/UT from the Dropdown Values.



Help Manual for AICTE website

District: Select District from the dropdown.

Postal code: Enter 6 Digit Pin code.

Designation: Enter Designation of the Contact Person

STD Code: Enter STD Code. It should not be more than 6 digits.

Land Phone Number: Enter Land Phone Number which contains 5 to 10 digits.

FAX Number: Enter 5 to 10 digit FAX Number.

Cell Number: Enter valid 10 digit Cell Number. All SMS communication will be sent at this mobile number.

Alternate Cell Number: Enter valid 10 digit Alternate Cell Number.

Email Address: Enter Valid Email Address ex: Contactperson@yahoo.com

Alternate Email Address: Enter Valid Alternate Email Address ex: Contactmail@gmail.com



Land Details

Click the “**Land Details**” Tab and Provide all Land related details

The screenshot shows the AICTE website interface. At the top, there is a navigation bar with tabs: Home, Change Password, Accreditation, Student Details, New/Extension Approval, My Institute Application Screen, Technical Campus, Vocational Education, and Service Request. Below this is a sub-navigation bar with tabs: Institute Details, Operational Status, Deficiency Applicant, Print EOA 2011-12, Print EOA 2012-13, Organisation, View Uploads by RO, Contact Person, Land Details (highlighted with a white arrow), Building Details, Programme, Courses (Shift 1 & 2), and Students Count. The main content area is titled 'Land Details' and contains the following form fields:

Location:	Rural	Number of Pieces:		Ownership details:	Registered Sale Deed
Total Area in acres:	1.5	Max distance in farthest land pieces (Km):		Is the Land Mortgaged:	N
Land registered with:	REGISTRAR, LAND RECORDS	Land use certificate issued By:	STATE GOVERNMENT, UT	Mortgaged Purpose:	
Date of Registration:	12/12/2004	Land use certificate issued Date:	25/12/2005		
Land in Northern Hilly Area:	N				
Latitude (North/South):	NORTH	Longitude (East/West):	EAST		
Latitude Degree:	30	Longitude Degree:	77		
Latitude Minute:	23	Longitude Minute:	55		
Latitude second:	5	Longitude second:	48		

Location: Select a Value from the dropdown. Values are:

1. Rural : Select this if the Land belongs to Rural
2. Other than Rural : Select this if the Land belongs to Metro City or Mega City

Total Area in acres: Enter number of acres of Land(less than 100).

Land Registered with: Enter Land Registration Details

Date of registration: Enter Date of Registration

Land in Northern Hilly Area: Select the value from the dropdown, if the land belongs to northern hilly area

Number of Pieces: Enter Number of Pieces of land. This becomes a required field if land belongs to Northern hilly Area



Help Manual for AICTE website

Max distance in farthest land pieces (Km): Enter Max distance in farthest land pieces in Kilometers. This is required if Number of Pieces is greater than 1.

Land use certificate issued By: Enter Details about Land use Certificate

Land use certificate issued Date: Enter Date of certificate issued

Latitude(North/South) and Longitude(North/South): Enter Latitude and Longitude details in Degree, Minute and Seconds. Values should be from 0-59 Only.

AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) Students Count

Menu Save 1 of 1+

Land Details

Location:	Rural	Number of Pieces:		Ownership details:	Registered Sale Deed
Total Area in Hectares:	1.5	Max distance in farthest land pieces (Km):		Is the Land Mortgaged:	N
Land registered with:	REGISTRAR, LAND RECORDS	Land use certificate issued By:	STATE GOVERNMENT, UT	Mortgaged Purpose:	
Date of Registration:	12/12/2004	Land use certificate issued Date:	25/12/2005		
Land in North:	N				
Latitude (North/South):	NORTH	Longitude (East/West):	EAST		
Latitude Degree:	30	Longitude Degree:	77		
Latitude Minute:	23	Longitude Minute:	55		
Latitude second:	5	Longitude second:	48		

Ownership details: Select a Value from Dropdown. Values are:

1. Gift Deed
2. Government Lease
3. Registered Sale Deed

Is the Land Mortgaged Select the value from the dropdown, if Land is mortgaged.

Mortgaged Purpose: Give the Purpose for mortgaging. This becomes a required field once the above field (Is the Land Mortgaged) is checked.

Click on "Save" button to save the record.



Help Manual for AICTE website

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://localhost/start.swe

Prod Public Sector 401 Authorization Required DEV Partner Portal DEV PUBLIC SECTOR PROD PARTNER PORTAL Prod Thin

Siebel Partner Portal

File Edit View Query Tools Help

AICTE New Application: > AICTE Land Details:

Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) College Admin Screen New/Extension Approval Application Approval

Latitude (North/South): NORTH Longitude (East/West): EAST

Latitude Degree: Longitude Degree:

Latitude Minute: Longitude Minute:

Latitude Second: Longitude Second:

Land Details Menu New Delete Save Land Details Per Land Registration 1 - 1 of 1

S.No	Land Registration Number	Date of Registration	Area of Land	Khasra Number	Plot Number/Survey Number	Land Situated at
1	101	01/11/2012	45	463	8502	Delhi

Done Local intranet | Protected Mode: Off 105% 10:11 AM 11/29/2012

Sno : Serial Number will set automatically at the time of Submit.

Land Registration Number : Please Enter 'Land Registration Number', this is a required Field.

Date of Registration : Please Enter 'Date of Registration' of Land, this date should not be beyond the current date.

Area of Land : Please Enter 'Area of Land' it is a required Field.

Khasra Number : Please Enter 'Khasra Number' it is a required Field.

Plot Number/Survey Number : Please Enter 'Plot Number/Survey Number' it is a required Field.

Land Situated At : Please Enter 'Land Situated At' this is a required Field.



Land Registered in the Name of : Please Enter 'Land Registered in the Name of' it is a required field.

Ownership or Government Lease : Select Options from Drop Down for Ownership or Government Lease.

1. Ownership : Select this if you Own Land.
2. Government : Select this if Land Belongs to Government Lease.

Land Use Certificate Issued : Select from Drop Down if 'Land Use Certificate Issued'. By Default it is set to No.

Name of Land Use Certificate Issuing Authority : Please Enter 'Name of Land Use Certificate Issuing Authority' Name, this becomes required when 'Land Use Certificate Issued' is Yes.

Is this Land Mortgaged : Select from Drop Down if Land is Mortgaged. By Default it is set to No.

Details of Bank if Land is Mortgaged : Please Enter 'Details of Bank if Land is Mortgaged', this becomes required when 'Is this land Mortgaged' is Yes.

Land Required at the Time of First AICTE Approval(In Acres) : Please 'Land Required at the Time of First AICTE Approval'. The land Size should be in Acres Only and it is a required field.

Land Available at the Time of First AICTE Approval(In Acres) : Please Enter 'Land Available at the Time of First AICTE Approval(In Acres)'. The land size should be in Acres Only and it is a required field.



Help Manual for AICTE website

Building Details

Click on '**Building Details**' Tab

Provide details for all the fields displayed on the form

The screenshot shows the AICTE website interface. At the top, there is a header with the AICTE logo and the text 'AICTE - Bringing e-Governance to ensure transparency'. Below the header is a navigation bar with tabs: Home, Change Password, Accreditation, Student Details, New/Extension Approval, My Institute Application Screen, Technical Campus, Vocational Course, and Service Request. The 'Building Details' tab is highlighted. Below the navigation bar is a form with the following fields:

Current Application Number:*	1-1252151976	Application Approval	Current Status:*	New	Name of the institution:*	
Permanent Institute Id:	1-9009071	Sub Status:			Academic Year:*	2013-2014

Below the form is a section titled 'Building Details' with the following fields:

Building Status:	Available	Total Carpet area(Sqm) Administrative-ready:	479
Total built up area(Sqm) Planned:	1000	Total Carpet area (Sqm)-Amenities-ready:	1515
Total built up area(Sqm) ready:	8712	Activities in the building other than courses approved by AICTE:	NO
Total Carpet Area(Sqm)-Instructional-ready:	2130		

Below this section is a section titled 'Funds Position for Building Construction(Rs in Lakhs)' with the following fields:

Funds allocated:	
Own Share:	
Loans:	1,600,000.00

Building status: Select a value from the dropdown. Values are:

1. Available: If the Building Construction is completed
2. Under Construction: If the Building is Under construction
3. Proposed: If proposal for Constructing the Building is given

Total built up area (Sqm) Planned: Enter Planned Total Built up Area in Square meters



Total built up area (Sqm) ready: Enter Total Built up Area in Square meters and is Ready

Total Carpet area (Sqm)-Instructional-ready: Enter Instructional Carpet Area in Square meters

Total Carpet area(Sqm)-Administrative-ready: Enter Administrative Carpet Area in Square mts

Total Carpet area (Sqm)-Amenities-ready: Enter Amenities Carpet Area in Square meters

Activities in the building other than courses approved by AICTE: Enter Activities other than courses approved by AICTE

Funds Allocated: Enter the amount of Funds allocated in rupees.

Loans: Enter the Amount of Loans taken.

Own Share: Enter the amount of own Share.

Click on "Save" button to save the record.



Help Manual for AICTE website

The screenshot displays the Siebel Partner Portal interface within a Microsoft Internet Explorer browser. The address bar shows the URL: `http://localhost/start.swe?SWECmd=GotoView&SWEView=AICTE3+PF+Upload+Team+View`. The browser's Favorites bar includes links to 'AICTE Web Portal', 'Siebel Public Sector QA', 'Partner portal DEV', 'Siebel Public Sector Prod', 'Public Sector DEV', and 'Web Slice Gallery'. The application's menu bar includes 'File', 'Edit', 'View', 'Query', 'Tools', and 'Help'. Below the menu bar, there is a navigation pane with tabs for 'Home', 'Change Password', 'New/Extension Approval(11-12)', 'New/Extension Approval(12-13)', 'College', and 'Admin Screen'. The 'New/Extension Approval' tab is selected, and the sub-tab 'Application Approval' is active. The main content area contains a form with the following fields:

- Funds allocated:
- Own Share:
- Loans:

Below the form, there is a table titled 'Building Details per Building Number' with the following columns: S.No., Building Name, Building Number, Sanctioned Build Up Area, Constructed Build Up Area, Approved Carpet Area-Instructional, and Co. The table contains one row of data:

S.No.	Building Name	Building Number	Sanctioned Build Up Area	Constructed Build Up Area	Approved Carpet Area-Instructional	Co
>	Old Building	9	32	23	11	9

The bottom of the screenshot shows the Windows taskbar with the Start button, several application icons, and the system clock displaying 10:01 AM on 12/3/2012.

S.No. : Serial Number will set automatically at the time of Submit.

Building Name : Enter Building Name.

Building Number : Enter Building Number.

Sanctioned Build Up Area : Enter Sanctioned Build Up Area in Square meters. It's a required field.

Constructed Build Up Area : Enter Constructed Build Up Area in Square meters. It's a required field.

Approved Carpet Area - instructional : Enter Approved Carpet Area instructional in Square meters.



Constructed Carpet Area – Instructional : Enter Constructed Carpet Area in Square meters.

Approved Carpet Area – Administrative : Enter Approved Carpet Area – Administrative in Square meters.

Constructed Carpet Area – Administrative : Enter Constructed Carpet Area – Administrative in Square meters.

Approved Carpet Area-Amenities : Enter Approved Carpet Area – Amenities in Square meters.

Constructed Carpet Area – Amenities : Enter Constructed Carpet Area – Amenities in Square meters.

Total Area Approved : Enter Total area Approved in Square meters.

Total Area Constructed : Enter Total Area Constructed in Square Meters.

Activities Conducted In the Building : Enter Activities Conducted In the Building.

Non AICTE Approved Courses run in the Building (If Any) : Enter Non AICTE Approved Courses run in the Building (If Any)

Name of the Building plan Approving Authority : Enter Name of the Building plan Approving Authority. It's a required field.

Building plan Approval Date : Enter Building plan Approval Date. It's a required field.

Approval Number : Enter Approval Number. It's a required field.



Help Manual for AICTE website

Head of Institute

Click on 'Head of Institute' Tab

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File Edit View Query Tools Help

Head of Institute:
Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Current Application Number:* 1-1252151976 Current Status:* New Name of the institution:*
Permanent Institute Id: 1-9009071 Sub Status: Academic Year:* 2013-2014

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Head of Institute

Menu Add Delete Save

Personal details

Surname/Familyname:* SAINI Date of Birth: 10/5/1967 FAX number: 2694245
First Name:* Cell Number: Email:
Father's Name: STD code: 135 PAN: AORPS6520E
Mother's Name: Land Phone Number: 2694242

Educational Details

Details Related to Profession

Date of joining the Institute: 1/1/2011 Appointment Type: Regular Exact Designation: Director

Work Experience Details

Teaching Experience (Years): 9 Research Experience (Years): 6.5 Industry Experience (Years): 0

Other Details

Research Projects Guided - UG: Research Projects Guided - PhD: Papers Published - National Level:
Research Projects Guided - PG: Number of Books Published: Papers Published - International Level:

User Manual for Vocational Education (AICTE Approved Institutes) Help manual of online application for "AICTE"

Click on the Add Button and fill all the details of Head of Institute.

Enter Personal details:

Surname/Family name: Enter Surname of Head of institute.

First Name: Enter First name of Head of institute.



Help Manual for AICTE website

Father's Name: Enter Father's name of Head of institute.

Mother's Name: Enter Mother's name of Head of institute.

Date of Birth: Enter date of Birth

Cell Number: Enter valid 10 digit Cell Number

STD code: Enter valid STD Code not more than 6 digits

Land Phone Number: Enter Land phone Number of 5 to 10 digits

FAX number: Enter valid 10 digit FAX Number

Email: Enter Valid Email Address of the Trustee Containing "@" and dot(.)

ex: name@yahoo.com

PAN no. : Enter PAN Number

Enter Educational Details:

Doctorate Degree: Enter details about Doctorate Degree

Master Degree: Enter details about Master's Degree

Bachelors Degree: Enter details about Bachelor's Degree

Other Qualification's: Enter Details about any other relevant Qualifications

International Certification If Any: Enter Details about International certifications if any

Field of Specialization: Enter Field of Specialization

Enter Profession details:

Date of joining the Institute: Enter Date of joining the Institute as Head of Institute

Appointment Type: Select a value from the Dropdown

Exact Designation: Select a value from the dropdown.

Enter Work experience details:

Teaching Experience (Years): Enter Teaching experience in Years



Research Experience (Years): Enter Research experience in Years

Industry Experience (Years): Enter Industry experience (total work experience) in Years

Enter Other details:

Research Projects Guided – UG: Enter Number of UG Projects Guided

Research Projects Guided - PG: Enter Number of PG Projects Guided

Research Projects Guided – PhD: Enter Number of PhD Projects Guided

Number of Books Published: Enter Number of books Published

Papers Published - National Level: Enter No. of Papers Published at National Level

Papers Published - International Level: Enter No. of Papers Published at International Level

Click on “Save” button to save the record.



Help Manual for AICTE website

Programme

Click on **Programme** Tab

Enter all details related to the Programmes in the fields of the list.

Click on the '**New**' button to add Programmes.

Programme: Select the Programme to be added from the dropdown.

New/Existing Programme: Select whether the programme is new or existing to the Institution.

Instructional Area Housing/Building Details: Select "**Exclusive Building**" option if programme is:



Help Manual for AICTE website

ENGINEERING AND TECHNOLOGY or APPLIED ARTS AND CRAFTS or PHARMACY or HOTEL MANAGEMENT AND CATERING or ARCHITECTURE AND TOWN PLANNING.

“Use of FSI/FAR” is not allowed for the above programs.

Note:

1. Values other than the one given in the dropdowns will not be accepted.
2. Programme cannot be duplicated.
3. Institute cannot have both New and Existing Program in the same application
4. Institute cannot have more than one new Programme.

The '**View all Programme**' button on the Programs Tab , is for viewing all programs added for the institute.



Help Manual for AICTE website

Courses (Shift 1 & 2)

Click '**Courses (Shift 1 & 2)**' Tab

Enter all details related to the Courses in the fields of the list.

Click on "**Add Courses**" button to add courses.

Programme: Select the programme from the dropdown.

Affiliating University/Board: Select the University Name from the dropdown.

University/Board Type: Automatically gets the type corresponding to the type of selected University/Board.

Level of course: Select the Level of the programme from the dropdown.

Department: Select the department of the course from the dropdown.

Name of the Course: Select the name of the Course from the dropdown.

Note: If any Course name is not found user has to call AICTE-HELP DESK



Shift: Select the shift from the dropdown.

Affiliating Foreign Body: Enter the name of the Affiliating Foreign body (if any).

Approved Intake 12-13: Enter the Approved no. of students for the academic year 12-13.

Course Duration(CD): Select duration of the course from the dropdown.

Year Started: Select starting year of the course from the dropdown.

Full Time/Part Time: Select whether the course is Full Time or part Time from the dropdown.

Accreditation Status: Select the accreditation status for the course from the dropdown.

Accreditation From : Enter the Accreditation From for the course.

Accreditation Till : Enter the Accreditation Till Date for the course.

Accreditation Letter Date : Enter the Accreditation Letter Date for the course.

Accreditation Letter Reference Number : Enter the Accreditation Letter Reference Number for the course.

Approved Intake 11-12: Enter the Approved no. of students for the academic year 11-12.

Approved Intake 10-11: Enter the Approved no. of students for the academic year 10-11.

Approved Intake 09-10: Enter the Approved no. of students for the academic year 09-10.

Approved Intake 08-09: Enter the Approved no. of students for the academic year 08-09.

Intake Applied for 13-14: Enter the Applied no. of students for the academic year 13-14.

Application: Type of Course(set according to the Approved Intake 12-13 & Intake Applied for 13-14 values).

NRI: Select the NRI status for the course from the dropdown.

PIO: Select the PIO status for the course from the dropdown.

Annual Fees Approved for 12-13: Enter the annual approved for the previous academic year for that course.



Help Manual for AICTE website

Number of Faculty: Enter the number of faculty appointed for the previous academic year for that course.

State/Govt Recommendation: Select the State Government recommendation Status for the course from the dropdown.

Univ/Board Recommendation: Select the University recommendation Status for the course from the dropdown.

Course Type: Select the Course Type from the dropdown.

Mode Of Conduct : Select the Mode Of Conduct from the dropdown .

The '**Validate Course**' button on the Courses Tab, is for checking all the courses with the validations as specified by AICTE. Please continue validating the courses till you see the message as "Course validations done. No errors found."

The '**View all Courses**' button on the Courses Tab, is for viewing all courses added for the institute.



Help Manual for AICTE website

Dual Degree/ Integrated Course

Go to “Dual Degree/Integrated Course tab” as marked Below.

The screenshot shows the Siebel Partner Portal interface. The top navigation bar includes links like 'Home', 'Change Password', 'New/Extension Approval(11-12)', 'New/Extension Approval(12-13)', and 'Admin Screen'. The 'New/Extension Approval(12-13)' link is active, and a dropdown menu is open, showing various options including 'Dual Degree/Integrated Course', which is highlighted. The main form area contains fields for 'Permanent Institute Id:', 'Academic Year:' (set to 2013-2014), 'Chapter:', 'Sub Status:', 'Application Opened on:' (28/11/2012), and 'Application Submitted on:'. There are also sections for 'Processing Fee Payment Details' and a 'Declaration' box. The bottom section is titled 'Application- Header' and includes fields for 'Name of the Institution:', 'Address of the Institution:', 'Bank IFSC Code:', and 'PAN:'. The footer of the page mentions 'User Manual for Vocational Education (AICTE Approved Institutes)' and 'Help manual of online application for'.



Help Manual for AICTE website

Click on 'Add Dual Degree Course' button to create a new **Dual Degree Course Record**

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://localhost/start.swe

Favorites | message | AICTE Web Portal

Siebel Partner Portal

File Edit View Query Tools Help

Dual Degree/Integrated Course:

Public Domain Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) College New/Extension Approval Application Approval

Application Header *TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE -->) 1 of 1+

Menu | New Application Save Submit Application & Proceed to Payment Create 2013-2014 Application Appeal to SAC UPDATE PAYMENT STATUS

Current Application Number:* 646-23561 Current Status:* New Attend Scrutiny Committee On: Application Type: Extension-Expansior

Permanent Institute Id: 646-301 Sub Status: Application Opened on:* 27/11/2012 Appeal Requested Date:

Academic Year:* 2013-2014 Application Submitted on:

Chapter:

Processing Fee Payment Details Declaration

Total Processing Fee: I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year:

Processing Fee Paid: Year* 2013-2014

Balance Processing Fee: I understand that after I submit the application on Portal, my application shall become un-editable: ☐

Institute Details Deficiency Report Industry/Organization Details Operational Status Operational Details Dual Degree/Integrated Course

Menu | Add Dual Degree Course Add Integrated Course Save Delete View All Courses 1 - 2 of 2

Programme	Affiliating University/Board	University/Board	Level of course	Name of the Course	Course Duration
MANAGEMENT			DualDegree	MASTERS OF APPLIED MANAG	5
ENGINEERING AND TECHNOLOGY			Integrated	MASTERS OF TECHNOLOGY M	5.5

Send queries to Helpdesk Email helpdesk@aicte-inida.org Post all your vocational related queries to Helpdesk Email VocEduAICTE@gmail.com User Manual for Vocational Education 2 of 5

Done Local intranet | Protected Mode: Off 100%

Once you click on "Add Dual Degree Course" Button, It will auto populate the following things.

- 1) **Programme** : MANAGEMENT
- 2) **Level Of Course**: Dual Degree
- 3) **Name Of Course**: MASTERS OF APPLIED MANAGEMENT
- 4) **Course duration**: 5
- 5) **Year Started**: 2013
- 6) **FULL TIME/PART TIME**: FULL TIME.
- 7) **Intake Applied for 2013-14**: 60.
- 8) **Approved Intake 12-13**: 60

Note: The auto populated things are non-editable for user.

Institute need to enter following



Help Manual for AICTE website

- a) **Affiliating University board** : The university to which the course is affiliated. (As marked in fig 2.1)
- b) **Additional* classroom of 66 sq m** : Select the flag .(Y/N) (Figure below)
- c) **Additional* 15 PCs**: Select the flag .(Y/N)
- d) **Additional* 50 book titles**: Select the flag .(Y/N)
- e) **Additional* 300 volumes**: Select the flag .(Y/N)

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://localhost/start.swe

Public Domain Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) College New/Extension Approval Application Approval

Processing Fee Payment Details

Total Processing Fee:
Processing Fee Paid:
Balance Processing Fee:

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year.:
Year: 2013-2014
I understand that after I submit the application on Portal, my application shall become un-editable: ☐

Dual Degree/Integrated Course

Menu Add Dual Degree Course Add Integrated Course Save Delete View All Courses 1 - 2 of 2

Programme	Affiliating University/Board	University/Board	Level of course	Name of the Course	Course Duration
MANAGEMENT			DualDegree	MASTERS OF APPLIED MANAG	5
ENGINEERING AND TECHNOLOGY			Integrated	MASTERS OF TECHNOLOGY M	5.5

1 of 5

Error on page.

Local intranet | Protected Mode: Off

2:51 PM 11/30/2012



Help Manual for AICTE website

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://localhost/start.swe

Public Domain Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) College New/Extension Approval

Processing Fee Payment Details

Total Processing Fee:

Processing Fee Paid:

Balance Processing Fee:

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year.:

Year: 2013-2014

I understand that after I submit the application on Portal, my application shall become un-editable: ☐

Institute Details Deficiency Report Industry/Organization Details Operational Status Operational Details Dual Degree/Integrated Course

Menu Add Dual Degree Course Add Integrated Course Save Delete View All Courses 1 - 2 of 2

Year Started	Full Time/Part Time	Appr	Intal	Additional* 50 book titles	Additional* 300 volumes	Additional* classroom of 66 sq m	Additional* 15 PCs
2013	FULL TIME	60	60	<input checked="" type="checkbox"/>	Y		
2013	FULL TIME	60	60				

Post all your AICTE related queries to Helpdesk Email helpdesk@aicte-inida.org Post all your vocational related queries to Helpdesk Email VocEduAICTE@gmail.com User Mail 1 of 5

NRI Approved Local intranet | Protected Mode: Off 100%

Note:

In Case if you are not able to view your Course record then click on “View All Courses” Button as marked .



Help Manual for AICTE website

Creating New Integrated Course

Click on 'Add Integrated Course' button to create a new **Integrated Course Record**.

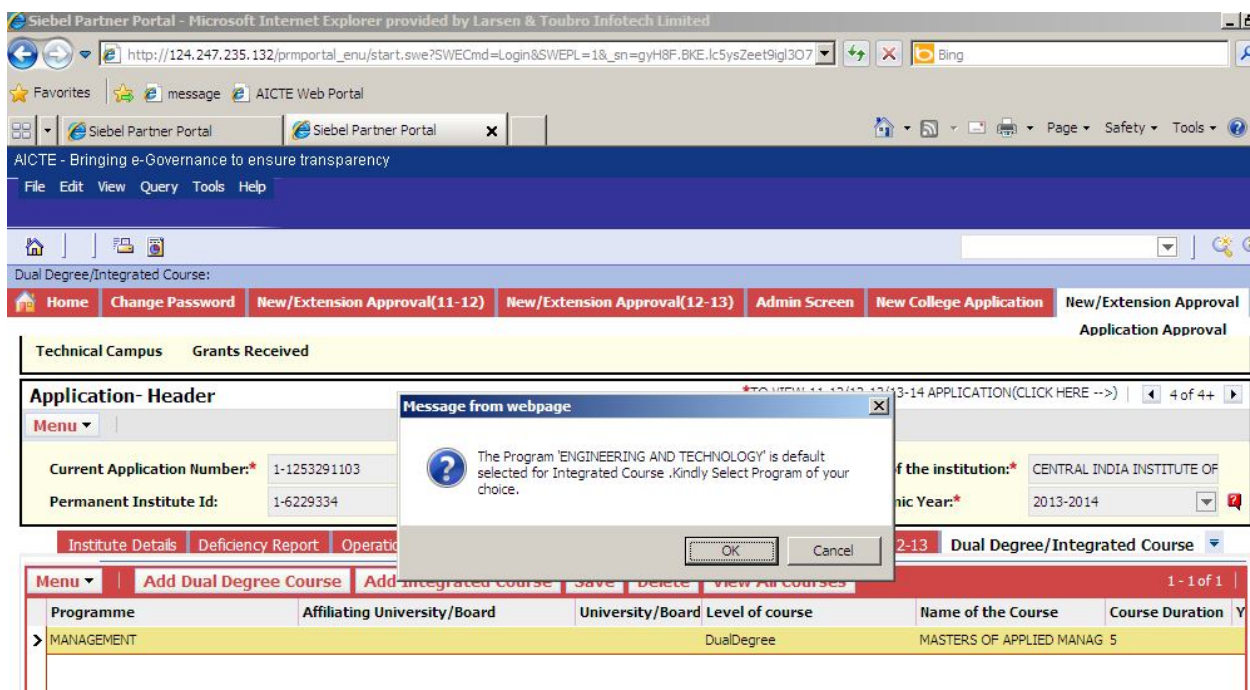
The screenshot shows the Siebel Partner Portal interface. The top navigation bar includes links for Public Domain, Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), College, and New/Extension Approval. The main content area is divided into two sections: Processing Fee Payment Details and Declaration. The Declaration section contains a text area for the user to declare and a checkbox for un-editable applications. The bottom section is a table with columns for Programme, Affiliating University/Board, University/Board, Level of course, Name of the Course, and Course Duration. The table lists two courses: MANAGEMENT (DualDegree) and ENGINEERING AND TECHNOLOGY (Integrated). The 'Add Integrated Course' button is highlighted with a red box and an arrow pointing to it.

Programme	Affiliating University/Board	University/Board	Level of course	Name of the Course	Course Duration
MANAGEMENT			DualDegree	MASTERS OF APPLIED MANAG	5
ENGINEERING AND TECHNOLOGY			Integrated	MASTERS OF TECHNOLOGY M	5, 5



Help Manual for AICTE website

Once you click on “Add Integrated Course” Button, It will give you following Message





Help Manual for AICTE website

The default value for Programme is “ENGINEERING AND TECHNOLOGY” as your Programme. Kindly select Programme of your choice.

It will auto populate following things.

- 1) **Programme** : As per your requirement.
- 2) **Level Of Course**: Integrated
- 3) **Name Of Course**: MASTERS OF TECHNOLOGY MANAGEMENT
- 4) **Course duration**: 5.5
- 5) **Year Started**: 2012
- 6) **FULL TIME/PART TIME**: FULL TIME.
- 7) **Intake Applied for 2013-14**: 60.

Note: a) The auto populated values are non-editable for user.

b) If your Programme is “ARCHITECTURE AND TOWN PLANNING” then the Course Duration: 6.5 yrs.

Institute need to enter following

f) **Affiliating University board**: The University to which the course is affiliated. (As marked in fig 2.1)

g) **Additional* 50 book titles**: Select the flag. (Y/N)

h) **Additional* 300 volumes**: Select the flag. (Y/N)

The screenshot displays the Siebel Partner Portal interface. The top navigation bar includes links like Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), Admin Screen, New College Application, and New/Extension Approval Application Approval. The main content area shows the 'Application-Header' section with fields for Current Application Number, Permanent Institute Id, Current Status, Sub Status, Name of the institution, and Academic Year. Below this is a table with columns for Programme, Affiliating University/Board, University/Board, Level of course, Name of the Course, and Course Duration. The table lists two courses: 'MANAGEMENT' (DualDegree, MASTERS OF APPLIED MANAG 5) and 'ENGINEERING AND TECHNOLOGY' (Integrated, MASTERS OF TECHNOLOGY M, 5.5). A large white arrow points to the 'ENGINEERING AND TECHNOLOGY' row.

Programme	Affiliating University/Board	University/Board	Level of course	Name of the Course	Course Duration
MANAGEMENT			DualDegree	MASTERS OF APPLIED MANAG	5
ENGINEERING AND TECHNOLOGY			Integrated	MASTERS OF TECHNOLOGY M,	5.5



Help Manual for AICTE website

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://localhost/start.swe

Public Domain Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) College New/Extension Approval Application Approval

Processing Fee Payment Details

Total Processing Fee:

Processing Fee Paid:

Balance Processing Fee:

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year.:

Year: 2013-2014

I understand that after I submit the application on Portal, my application shall become un-editable: ☐

Institute Details Deficiency Report Industry/Organization Details Operational Status Operational Details Dual Degree/Integrated Course

Menu | Add Dual Degree Course Add Integrated Course Save Delete View All Courses 1 - 2 of 2

Year Started	Full Time/Part Time	Appr	Intal	Additional* 50 book titles	Additional* 300 volumes	Additional* classroom of 66 sq m	Additional* 15 PCs
> 2013	FULL TIME	60	60	<input checked="" type="checkbox"/>	Y		
2013	FULL TIME	60	60				

Post all your AICTE related queries to Helpdesk Email helpdesk@aicte-inida.org Post all your vocational related queries to Helpdesk Email VocEduAICTE@gmail.com User Mail 1 of 5

NRI Approved Local intranet | Protected Mode: Off 100%

In Case if you are not able to view your Course record then click on **"View All Courses"** Button as marked.

Note:

If the Institute are eligible for both the Courses then both the buttons **"Add Dual Degree Button"** **"Add Integrated Course"** button will be enabled. Otherwise, for respective Institute Respective Buttons will be enabled.



Help Manual for AICTE website

Copying Dual Degree Application from 2012-2013 to 2013-2014

If an institute has an approved dual degree/integrated course in academic year 2012-2013, the approved dual degree/integrated course gets copied on clicking "Create 2013-2014 Application" button.

The Approved Intake 12-13 gets copied and Intake Applied for 13-14 has a predefault value as 60.

The screenshot displays the Siebel Partner Portal interface. The browser window shows the URL <http://localhost/start.swe>. The portal has a navigation bar with links like 'Public Domain', 'Home', 'Change Password', 'New/Extension Approval(11-12)', 'New/Extension Approval(12-13)', and 'College'. The main content area is titled 'Dual Degree/Integrated Course:'. It contains a 'Processing Fee Payment Details' section with input fields for 'Total Processing Fee:', 'Processing Fee Paid:', and 'Balance Processing Fee:'. To the right is a 'Declaration' section with a text area for a declaration and a 'Year' dropdown set to '2013-2014'. Below these is a table titled 'Dual Degree/Integrated Course' with columns: 'Name of the Course', 'Course Duration', 'Year Started', 'Full Time', 'Approved Intake 12-13', 'Intake Applied for 13-14', 'Additional* 50 book titles', and 'Addition'. The table has one row with the following data: 'MASTERS OF APPLIED MANAG 5', '5', '2013', 'FULL TIME', '60', '60', and empty cells for the last two columns. Two white arrows point upwards to the 'Approved Intake 12-13' and 'Intake Applied for 13-14' columns. The footer of the portal includes a footer bar with links like 'Inida.org', 'Post all your vocational related queries to Helpdesk Email VocEduAICTE@gmail.com', and 'User Manual for Vocational Education (AICTE Approved Institutes)'. The status bar at the bottom shows 'Done' and 'Local intranet | Protected Mode: Off'.

Name of the Course	Course Duration	Year Started	Full Time	Approved Intake 12-13	Intake Applied for 13-14	Additional* 50 book titles	Addition
MASTERS OF APPLIED MANAG 5	5	2013	FULL TIME	60	60		

Note:

In case the Dual Degree/Integrated Course was not approved previous year , the Dual Degree/Integrated course does not get copied.



Help Manual for AICTE website

Students Count

Click on “**Students Count**” Tab.

Click on “**New**” button to Enter details of the Students Count per each course.

The screenshot shows the AICTE website interface. At the top, there is a navigation bar with tabs: Home, Change Password, Accreditation, Student Details, New/Extension Approval, My Institute Application Screen, Technical Campus, Vocational Course Education, and Service Request. Below this, there is a sub-navigation bar with tabs: Institute Details, Operational Status, Deficiency Applicant, Print EOA 2011-12, Print EOA 2012-13, Organisation, View Uploads by RO, Contact Person, Land Details, Building Details, Programme, Courses (Shift 1 & 2), and Students Count. The 'Students Count' tab is selected. Below the navigation bar, there is a table with columns: Copied From, Programme, Affiliating University/Board, University/Board, Level of course, Department, Name of the Course, Shift, and Affiliating Foreign. The table contains four rows of data. Below the table, there is a 'Menu' dropdown and a 'New' button. A large white arrow points to the 'New' button. Below the 'New' button, there is a table with columns: Programme, Name of the Course, Level of Course, Shift, Academic Year, No of 1st Yr Stud, No of 2nd Yr Stud, No of 3rd Yr Stud, No of 4th Yr Stud, No of 5th Yr Stud, No of 6th Yr Stud, and No of 7th Yr Students. The table contains one row of data.

Copied From	Programme	Affiliating University/Board	University/Board	Level of course	Department	Name of the Course	Shift	Affiliating Foreign
1-BPHPSO	PHARMACY	Uttarakhand Technical University, Dehradun	State	UNDER GRADUATE	PHARMACY	PHARMACY	1st Shift	
1-BHPSP	PHARMACY	Uttarakhand Technical University, Dehradun	State	POST GRADUATE	PHARMACY	PHARMACOLOGY	1st Shift	
1-CLNCYM	PHARMACY	Uttarakhand Technical University, Dehradun	State	POST GRADUATE	PHARMACEUTICS	PHARMACEUTICS	1st Shift	
1-DDWBOL	PHARMACY	Uttarakhand Technical University, Dehradun	State	POST GRADUATE	PHARMACEUTICAL	PHARMACEUTICAL MANAGEM	1st Shift	

Programme	Name of the Course	Level of Course	Shift	Academic Year	No of 1st Yr Stud	No of 2nd Yr Stud	No of 3rd Yr Stud	No of 4th Yr Stud	No of 5th Yr Stud	No of 6th Yr Stud	No of 7th Yr Students
PHARMACY	PHARMACY	UG	1st Shift								

Programme: System generates the value for Programme value.

Name of the course: System generates the value for the Name of the course.

Level of Course: System generates the value for level of course.

Shift: System generates the value for the Shift.

Academic Year: Select the values from the drop down, values are

1. 2008-2009
2. 2009-2010
3. 2010-2011



Help Manual for AICTE website

4. 2011-2012
5. 2012-2013
6. 2013-2014

Students Count:

Home Change Password Accreditation Student Details **New/Extension Approval** My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Code	Programme	Institute Name	Level of Course	Shift	Academic Year	No of 1st Yr Stud	No of 2nd Yr Stud	No of 3rd Yr Stud	No of 4th Yr Stud	No of 5th Yr Stud	No of 6th Yr Stud	No of 7th Yr Stud
1-BPHPSO	PHARMACY	Uttarakhand Technical University, Dehradun	UNDER GRADUATE	PHARMACY	PHARMACY	1st Shift						
1-BPHPSP	PHARMACY	Uttarakhand Technical University, Dehradun	POST GRADUATE	PHARMACY	PHARMACOLOGY	1st Shift						
1-CLNCYM	PHARMACY	Uttarakhand Technical University, Dehradun	POST GRADUATE	PHARMACEUTICS	PHARMACEUTICS	1st Shift						
1-DDWBDL	PHARMACY	Uttarakhand Technical University, Dehradun	POST GRADUATE	PHARMACEUTICAL / PHARMACEUTICAL MANAGEM		1st Shift						

Menu New Delete Save Please Enter Student Count For course 1 - 1

Programme	Name of the Cour	Level of Course	Shift	Academic Year	No of 1st Yr Stud	No of 2nd Yr Stud	No of 3rd Yr Stud	No of 4th Yr Stud	No of 5th Yr Stud	No of 6th Yr Stud	No of 7th Yr Stud
PHARMACY	PHARMACY	UG	1st Shift	<div>2008-2009</div> <div>2009-2010</div> <div>2010-2011</div> <div>2011-2012</div> <div>2012-2013</div> <div>2013-2014</div>							

No of 1st Yr Students: Enter the 1st Year Students Count

No of 2nd Yr Students: Enter the 2nd Year Students Count

No of 3rd Yr Students: Enter the 3rd Year Students Count

No of 4th Yr Students: Enter the 4th Year Students Count

No of 5th Yr Students: Enter the 5th Year Students Count

No of 6th Yr Students: Enter the 6th Year Students Count

No of 7th Yr Students: Enter the 7th Year Students Count



Help Manual for AICTE website

Faculty

Click on **"Faculty-Institute"** Tab.

Click on **"New"** button to Enter details of the faculty.

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File Edit View Tools Help

Applicant Organization Contact Person:

Home Change Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Institute Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) Faculty Details

Menu New Edit Delete Save

FACULTY DETAILS (INCLUDING PRINCIPAL) 1 of 10+ Next

Faculty Unique ID: 1-254153621

Personal Details

Title:	Mr.	Address Line 1:	30,
Surname:*		Address Line 2:	
First Name:*	DEEPAK	Postal Code:	248001
Middle Name:		City/Village:	
Gender:	Male	State:	Uttarakhand
Father's Name:		Religion:	Hindu
Mother's Name:		Caste:	Open
Date of Birth:	18/06/1979		

Left the Institute?: ☐
Faculty Relieved Date:
Faculty Rejoining Date:
Aadhaar Card:
PAN:
STD Code: 135
LandLine #: 2531003
MobilePhone #:
Email Address:
Fax Phone #: 2694245

Details Related to profession

Exact Designation:	PROFESSOR	Appointment FT/PT:	FT	Gross Pay per month:	<input type="text"/>
Appointment Type:	Regular/Approved	Faculty Type:	UG	PayScale:	Vith Pay Scale
Programme:	PHARMACY	Salary Mode:	Credit to Bank Account	PF Number:	<input type="text"/>
Course:	PHARMACY	Date of Joining:	01/05/2007	Basic Pay in Rs.:	37,400
Faculty Shift:		HRA in Rs.:	<input type="text"/>	Other Allowances in Rs.:	10,000
DA %:	<input type="text"/>				

Educational Details

Doctrate Degree:	<input checked="" type="checkbox"/>	PG Degree:	M.PHARMA	UG Degree:	B.PHARMA
Other Qualification's:	DIPLOMA IN IPR	Area of Specialization:	PHARMACEUTICS		

Experience Details

Teaching Experience in Years:	6	Total Work Experience in Years:	8	Research Experience in Years:	2
-------------------------------	---	---------------------------------	---	-------------------------------	---

Other Details

BankAccountNumber:	<input type="text"/>	Patents:	<input type="text"/>	Is Physically handicapped:	<input type="checkbox"/>
BankName:	PNB	No. of PG Projects Guided:	<input type="text"/>	FY/Common Subject Teacher?:	<input type="checkbox"/>
Bank Branch Name:	NARI SHILP MANDIR, DEH	No. of Doctorate Students Guided:	<input type="text"/>	FY/Common Subject:	<input type="text"/>
IFSC Code:	<input type="text"/>	International publications:	9		
National publications:	2	No of books Published:	1		

Would you like to work as Expert Member on various committees of AICTE: ☒ Have you ever applied to AICTE for any grants/assistance: ☐



Faculty Unique ID: System Generates a Unique id for the faculty.

Left the Institute: Click this check box if the faculty left Institute.

Faculty Relieved Date: Enter Date when faculty left the institute.

Enter Personal Details:

Title: Select title from the values given

Surname: Enter Surname of the Faculty

First Name: Enter First name of the faculty.

Middle Name: Enter Middle name of the Faculty

Gender: Select Gender from the Dropdown

Father's Name: Enter father's name of the Faculty

Mother's Name: Enter Mother's name of the faculty

Address Line 1/Address Line 2: Enter Address

Postal Code: Enter 6 digit postal Code

City/Village: Enter City/ Village of the Faculty

State: Select State from the options

Religion: Select Religion from the options

Caste: Select Caste from the options

Left the Institute: Check the box if faculty leaves the institute.

Faculty Relieved Date: Enter the date when the faculty was relieved from job from the institute.

Date of Birth: Enter date of birth of faculty

PAN: Enter Valid PAN Number

STD Code: Enter Valid STD Code not more than 6 digits



Land Line #: Enter LandLine Number between 5 to 10 digits

Mobile Phone #: Enter Valid 10 digit Mobile Phone Number of Faculty

Email Address: Enter Valid Email Address

Fax Phone #: Enter 5 to 10 digit FAX Number

Enter details related to profession:

Exact Designation: Select appropriate Designation of the faculty

Appointment Type: Select a Value from the Dropdown. Values are:

1. Regular
2. Adhoc
3. Contract
4. Visiting

Programme: Select programme from the options

Course: Select a course from the options after selecting a program

Appointment FT/PT: Select Appropriate Option from the Dropdown FT/PT

Faculty Type: Select a value from the options

1. UG
2. PG
3. Diploma

Salary Mode: Select a Value from the Dropdown. Values are:

1. Cash : If salary to be taken in Cash
2. Cheque : If salary to be taken as Cheque
3. Credit to Bank Account : If Salary to be Credited to Faculty's Bank Account

Date of Joining: Enter Date of joining as faculty



Gross Pay per month: Enter Gross pay per month in Rupees

Pay Scale: Select a Value from the Dropdown

1. Vth Payscale
2. VIth payscale
3. Consolidated

PF Number: Enter PF Number

Basic Pay : Enter Basic Pay of Faculty in Rupees

DA %: Enter DA% of Faculty in Rupees

HRA in Rs: Enter House rent allowances of Faculty in Rupees

Other Allowances in Rs: Enter Other allowances of Faculty in Rupees

Enter educational details:

Doctorate Degree: Enter Details about Doctorate Degree

PG Degree: Enter Details about Post Graduate Degree

UG Degree: Enter details about bachelor's degree

Other Qualification: Enter details about any other Relevant Qualifications

Area of Specialization: Enter Area of Specialization of faculty

Enter work experience details:

Teaching Experience in Years: Enter teaching Exp in Years

Total Work Experience in Years: Enter Total Work Experience in Years

Research Experience in Years: Enter Research Experience in Years

Enter other details:



Bank Account Number: Enter Bank Account Number

Bank Name: Enter Bank Name

Bank Branch Name: Enter Bank Branch Name

IFSC Code: Enter IFSC Code of the Bank

National publications: Enter Number of National Publications

Patents: Enter Number of Patents

No. of PG Projects Guided: Enter No. of PG Projects Guided

No. of Doctorate Students Guided: Enter Number of Doctorate Students Guided

International publications: Enter Number of International Publications

No of books Published: Enter Number of Books Published

Is physically handicapped: Check in this if Faculty is physically handicapped

FY/Common Subject Teacher?: Click it if faculty is first year or common subject teacher. This is a read only field if courses are selected in the course field.

FY/Common Subject: Make sure to select a value once above check box is clicked. Select a value from the options.

1. Physics
2. Computer science
3. Electrical
4. Electronics
5. Mathematics

Would you like to work as Expert Member on various committees of AICTE: Check in this if 'Yes'

Did you ever applied to AICTE for any grants/assistance: Click it if 'Yes'

Click on "Save" button to save the record.



Help Manual for AICTE website

Note: Faculty Record Created before 05/10/2011 cannot be deleted.

If Faculty has left the institute click in “Left the Institute” check box.

Left the Institute: Click this check box if the faculty left Institute.

Faculty Relieved Date: Enter Date when faculty left the institute.

Faculty Rejoining Date: Enter date when faculty rejoined the Institute.

Aadhaar Card(UID): Enter the valid 12 digit Aadhaar card number.

Enrollment Id(EID): Enter valid 28 digit Enrollment Id.

The '**Import Faculty Data**' button on the Faculty Tab, is for importing data from Microsoft Office Excel Sheet to the Application, on a button click. But the rules for entering data should be followed in the sheet itself, or else it will abort the importing action.



Help Manual for AICTE website

The '**Copy Old Faculty Data**' button on the Faculty Tab, is for copying the Faculty data from last year's application and save the records with this year's records. Use this button only if the Institute had applied in the last academic session.

Enter the Faculty Educational Details

Click on the "New" button to enter Faculty Educational Details.

The screenshot shows the AICTE website interface. At the top, there is a navigation bar with links: Home, Change Password, Student Details, New/Extension Approval, My Institute Application Screen, Vocational Course Education, and Service Request. Below this, there is a table with columns: Qualification, Year Passed, University, Institute, CGPA / %, Regular/Distance, and Specialisation. The table contains three rows of data:

Qualification	Year Passed	University	Institute	CGPA / %	Regular/Distance	Specialisation
Bachelor	2004			70	Regular	
Masters	2006			74	Regular	PHARMACY
PhD	2012				Part Time	PHARMACEUTICS

Qualification: Select a Value from the Options

1. Post Doc
2. PhD
3. Masters
4. Bachelor
5. Diploma
6. Other

Year Passed: Select the Year of Pass out of Faculty for respective Qualification from the drop down



Help Manual for AICTE website

University : Enter the University in which the Faculty has got qualified

Institute: Enter the Institute in which Faculty got qualified

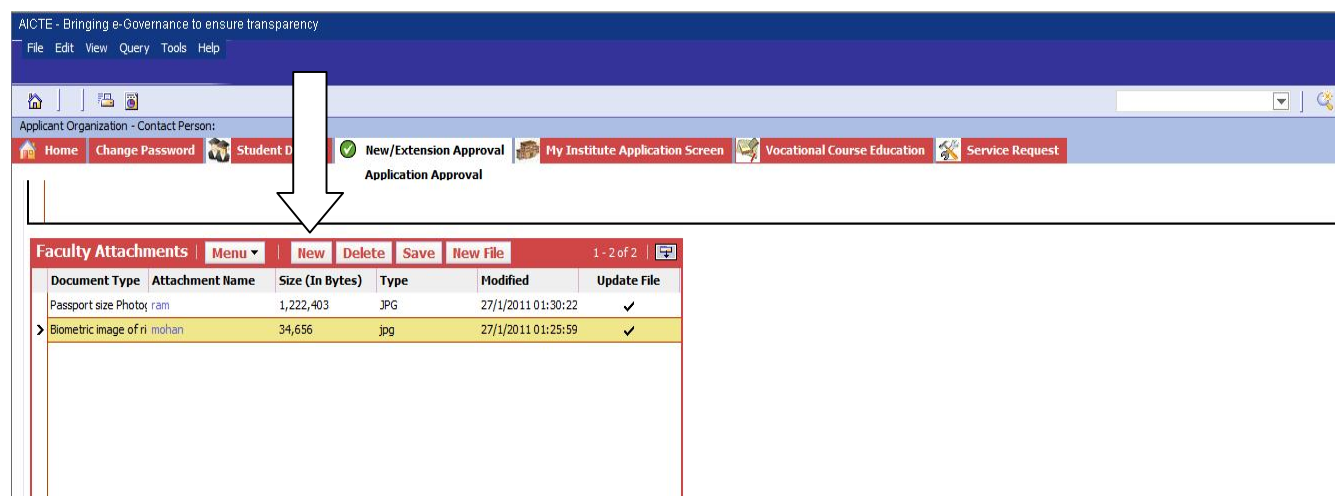
CGPA %: Enter the CGPA Percentage of Faculty

Regular/Distance: Select either Regular or Distance from the drop down

Specialisation: Enter the specialisation

Attach the Faculty Attachments

Click on the “New” or “New File” button to attach the documents of Faculty



Document Type: Select the Document Type from the drop down

1. Biometric image of right thumb
2. Passport size Photograph

Attachment Name: Browse the attachment of Document Type from the Desktop

Size(In Bytes): Size of the browsed file is automatically populated

Type: Type of the browsed file is automatically populated



Help Manual for AICTE website

Modified: Last modified Date and Time of the browsed file is automatically populated

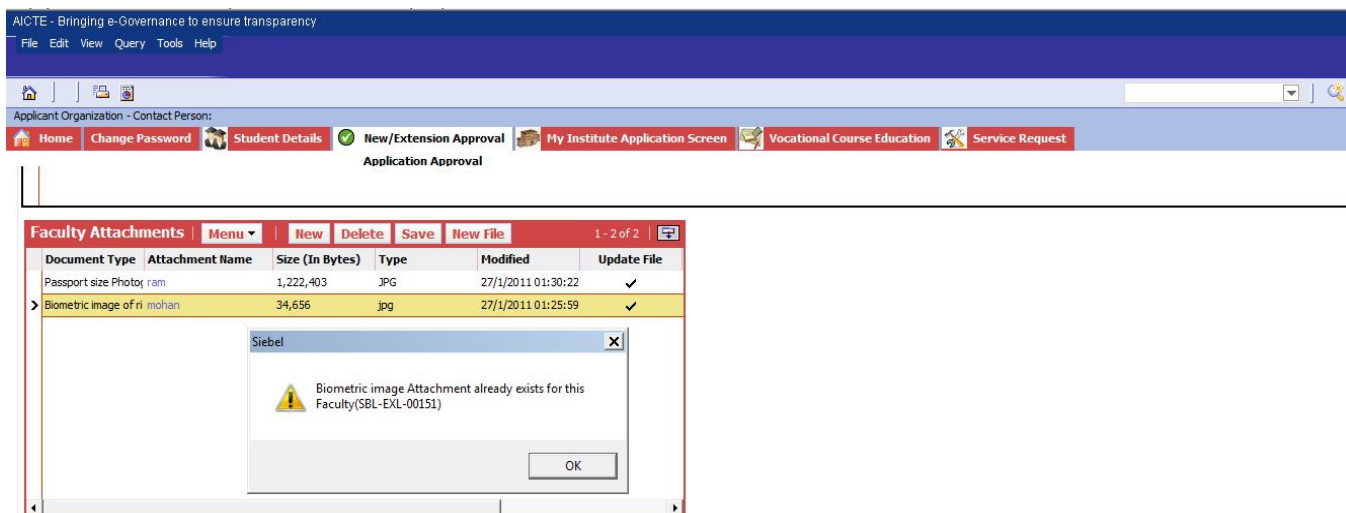
Update File: Automatically checked

Comments: Enter the comments if necessary

Faculty Repeat the procedure (Attach the Faculty Attachments) to add all the attachments for the specified

Repeat the procedure for all the faculties available in your institute.

Note: Each Faculty should have only one '**Biometric image of right thumb**' and '**Passport size Photograph**'. Following error is thrown if you try to attach the same type of document to the same faculty again.



If you want to change the document attached then you can delete the existing document by clicking on 'Delete' button and add new one.



Help Manual for AICTE website

Instructional Area

Click on “**Instructional Area**” to add Instructional Area details.

To add a record click ‘Add’ button. **In this form, please Enter one room information per row.**

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File Edit View Query Tools Help

AICTE New Application: > Instructional Area:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk AQIS Application

Application Approval

Contact Details Course Details Amenities Area Library Facilities Circulation Area Check Processing Fee Student Grievance Details

Land Details Faculty Details Other Facilities Computational Facilities Operational Funds Payments OMBUD

Building Detail Instructional Area Laboratory Details Technical Staff Admin & Library Staff AQIS Application Anti-Ra

Technical Cam Grants Received

Application Number: 1-1252365883 Current Status: New Name of the institution: VIN... STATE OF MANA

Permanent Id: 1-4637054 Sub Status: Academic Year: 2013-20

Institute Details Deficiency Report Operational Status Calculate Deficiency Print EOA 2011-12 Print EOA 2012-13 Organisation Instructional Area

Menu Add Delete Save 1 - 10 of 11

Programme	Level	Room Type	Room Id/Name	Area of room in Sqm	Building Name	Building Number	Readiness
MANAGEMENT	POST GRADUATE	Classroom	G-01	66	Test	Test	Ready
MANAGEMENT	POST GRADUATE	Classroom	G-02	66	Test	Test	Ready
MANAGEMENT	POST GRADUATE	Classroom	G-03	66	Test	Test	Ready
MANAGEMENT	POST GRADUATE	Tutorial Rooms - PG	G-04	33	Test	Test	Ready
MANAGEMENT	POST GRADUATE	Tutorial Rooms - PG	G-05	33			Ready
MANAGEMENT	POST GRADUATE	Classroom	G-06	66			Ready

Program: Select a Program from the Dropdown

Room Type: Select a value from the Dropdown depending on the room type

Room Id/Name: Enter room number.

Area of Room in Sqm: Enter area of room in Sqm not more than 7 digits in it.

Building Name: Enter Building Name.

Building Number: Enter Building Number.



Readiness of flooring: Select a value from the options either Ready or Not Ready

Readiness of Wall & Painting: Select a value from the options

Readiness of Electrification & Lighting: Select a value from the options

Readiness of Furniture/Fixtures: Select a value from the options

Air Conditioning: Select a value from the options

Click "save" button to save the record.

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Instructional Area – Common Facilities

Click on “**Instructional Area – Common facilities**”

To add a record Click “Add” button

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File Edit View Query Tools Help

AICTE New Application: > Instructional Area: > Instructional Area - Common Facilities:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk AICTE Application

Application Approval

Land Details Faculty Details Other Facilities Computational Facilities Operational Funds Payments OMBUDSMAN\Grievance Details
Building Details Instructional Area Laboratory Details Technical Staff Admin & Library Staff AQIS Application Anti-Ragging
Technical Details Grants Received

Application Header

Menu

Current Application Number: 1-1252365883 Current Status: New Name of the Institution: VINDHYA INSTITUTE OF MANA
Permanent Application Id: 1-4637054 Sub Status: Academic Year: 2013-2014

Institute Details Deficiency Report Operational Status Calculate Deficiency Print EOA 2011-12 Instructional Area - Common Facilities

Menu Add Delete Save 1 - 2 of 2

Building Number	Building Name	Room Type	Room Id/Name	Area of room in Sqm	Readiness of flooring	Readiness of Wall & Painting
12334	Test	Computer Center	52	160	Ready	Ready
2345	Test	Library&Reading Ro	53	150	Ready	Ready

User Manual for Vocational Education (AICTE Approved Institutes) Help manual of online application 1 of 8

Room Type: Select a value from the Dropdown depending on the room type

Room Id/Name: Enter room number.

Area of Room in Sqm: Enter area of room in Sqm not more than 7 digits in it.

Readiness of flooring: Select a value from the options either Ready or Not Ready

Readiness of Wall & Painting: Select a value from the options

Readiness of Electrification & Lighting: Select a value from the options

Readiness of Furniture/Fixtures: Select a value from the options



Air Conditioning: Select a value from the options

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Help Manual for AICTE website

Administrative Area

Click on “**Administrative Area**” and to add a record Click “Add” button

In this form, please Enter one room information per row.

The screenshot displays the AICTE Administrative Area web application. At the top, there is a navigation bar with links: Home, Change Password, Student Details, New/Extension Approval, New/Extension Approval - Help Desk, and AQIS Application. Below this is a sub-navigation bar with links: Technical Campus, Grants Received, Application Approval, and Institutional. The main content area is titled 'Application- Header' and contains a form with the following fields:

- Current Application Number: 1-1252365883
- Permanent Institute Id: 1-4637054
- Current Status: New
- Sub Status:
- Name of the institution: VINDHYA INSTITUTE
- Academic Year: 2013-2014

Below the form is a table with the following columns: Room Id/Name, Room Type, Area of room in Sqm, Building Name, Building Number, Readiness of flooring, and Readiness of Wall. The table contains 13 rows of data, with the 10th row (Room Id/Name: 108, Room Type: Faculty Room) highlighted in yellow. The table is titled '1 - 10 of 12'.

Room Id/Name	Room Type	Area of room in Sqm	Building Name	Building Number	Readiness of flooring	Readiness of Wall
101	Principal Directors C	50	Test	12234	Ready	Ready
105-BR	Board Room	20	Test	23	Ready	Ready
106	Department Office	110	Test	32	Ready	Ready
108	Faculty Room	150	Test	34	Ready	Ready
109	Central Store	30	Test		Ready	Ready
110	Maintenance	10			Ready	Ready
111	Security	10			Ready	Ready
112	Housekeeping	10			Ready	Ready
113	Pantry for Staff	10			Ready	Ready

Room Type: Select a value from the Dropdown depending on the room type

Room Id/name: Enter room number containing not more than 6 alpha numeric characters.

Area of Room in Sqm: Enter area of room in Sqm not more than 7 digits in it.

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Readiness of flooring: Select a value from the dropdown either Ready or Not Ready



Readiness of Wall & Painting: Select a value from the dropdown

Readiness of Electricity: Select a value from the dropdown

Readiness of Furniture/Fixtures: Select a value from the dropdown

Air Conditioning: Select a value from the dropdown

Click "save" button to save the record.

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Help Manual for AICTE website

Amenities Area

Click on “**Amenities Area**” and to add a record Click “Add” button

In this form, please Enter one room information per row.

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File Edit View Query Tools Help

AICTE New Application: > Instructional Area: > Instructional Area - Common Facilities: > AICTE Administrative Area: > AICTE Amenities Area:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk AQIS Application

Application Approval

Land Details Faculty Details Other Facilities Computational Facilities Operational Funds Payments OMBUDSMAN/Grievance Details

Building Details Instructional Area Laboratory Details Technical Staff Admin & Library Staff AQIS Application Anti-R

Technical Campus Grants Received

Application- Header

*TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE) 1 of 1+

Menu

Current Application Number:* 1-1252365883 Current Status:* New Name of the institution:* VIKRAM PATEL INSTITUTE OF MANAGEMENT

Permanent Institute Id: 1-4637054 Sub Status: Academic Year:* 2013-14

Institute D Deficiency Report Operational Status Calculate Deficiency Print EOA 2011-12 Print EOA 2012-13 Organisation Amenities Area

PLEASE ENTER ROOM INFORMATION PER ROW

Menu Add Delete Save 1 - 8 of 8

Room Id/Name	Room Type	Area of room in sqm	Building Name	Building Number	Readiness of flooring	Readiness of Wall & Painting
116	Cafeteria	150	Test	1234	Ready	Ready
118	Student activity / GC	100	Test	324	Ready	Ready
119	Stationery Store	10	Test	453	Ready	Ready
120	Toilet	300			Ready	Ready
121	Room Common Room	30			Ready	Ready
122	Room Common Room	30			Ready	Ready
123	Room Common Room	30			Ready	Ready

User Manual for AQIS Application For any AICTE related queries Contact Tushar Garg tushar.garg@aictel.in +91-9810985000 or Shalini Sharma shalini.sharma@aictel.in +91-9810176600 4 of 8

Room Type: Select a value from the Dropdown depending on the room type

Room Id/name: Enter room number.

Area of Room in Sqm: Enter area of room in Sqm.

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Readiness of flooring: Select a value from the options either Ready or Not Ready

Readiness of Wall & Painting: Select a value from the options



Readiness of Electricity: Select a value from options

Readiness of Furniture/Fixtures: Select a value from the options

Air Conditioning: Select a value from the options

Click "save" button to save the record.

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Help Manual for AICTE website

Other Facilities

Click on “**Other Facilities**” to add details about Facilities in the Institute and to add a record Click “Add” button

Only One Record is allowed in Other Facilities.

Potable Water Supply: Click if this Facility is available

Electric Supply: Click if this Facility is available

Institution Web Site: Click if this Facility is available

Notice Boards: Click if this Facility is available

Post & Banking/ATM: Click if this Facility is available

Staff Quarters: Click if this Facility is available

Backup Electric Supply: Click if this Facility is available

General Insurance: Click if this Facility is available



Insurance for Students: Click if this Facility is available

Public Announcement System: Click if this Facility is available

Projectors in Classrooms: Click if this Facility is available

Telephone & FAX: Click if this Facility is available

Barrier free Environment: Click if this Facility is available

All Weather Approach (Motorised Road): Click if this Facility is available

Group Insurance: Click if this Facility is available

Medical & Counseling: Click if this Facility is available

Safety Provisions: Click if this Facility is available

Transport Facility: Click if this Facility is available

CCTV Security: Click if this Facility is available

ERP Software: Click if this Facility is available

First Aid: Click if this Facility is available

Sewage Disposal System: Click if this Facility is available

Vehicle Parking: Click if this Facility is available

Language Laboratory (Minimum 25 PCs upto total intake of 1000. Further additional 25 PCs per intake of 1000): Click if this Facility is available.

Click "Save" to save the record.



Laboratory Details

Click on “**Laboratory details**” to add details about Lab Facilities in the Institute and to add a record Click “Add” button

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE New Application: > Instructional Area: > Instructional Area - Common Facilities: > AICTE Administrative Area: > AICTE Amenities Area: > AICTE Laboratory Details:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk AQIS Application

Application Approval

Institute Details	View Upload by RO	Inst.Area-Comm. Fac.	Library Book	JFDR Details	Fees Structure	AQIS History
Organisation Details	Program Details	Administrative Area	eJournal	Financial Details	Hostel Facilities	Head of Institute
Contact Details	Course Details	Amenties Area	Library Facilities	Circulation Area	Check Processing Fee	Students Count
Land Details	Faculty Details	Other Facilities	Computational Facilities	Operational Funds	Payments	OMBUDSMAN\Grievance Details
Building Details	Instructional Area	Laboratory Details	Technical Staff	Admin & Library Staff	AQIS Application	Anti-Ragging
Technical Campus	Grants Received					

Application- Header

*TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE -- 1 of 1+

Menu

Current Application Number:* 1-1252365883 Current Status:* New Name of the institution:* VINDHYA INSTITUTE OF MANA

Permanent Institute Id: 1-4637054 Sub Status: Academic Year:* 2013-2014

Institute Details Deficiency Report Operational Status Calculate Deficiency Print EOA 2011-12 Print EOA 2012-13 Organisation Laboratory details

Menu Add Delete Save 1-1 of 1

Building Number	Building Name	Programme	Department	Course	Level	Yearly budget – Equipmen
> Test	1234	MANAGEMENT	MANAGEMENT	MASTERS IN BUSINE POST GRADUATE		500000

User Manual for Vocational Education (AICTE Approved Institutes) 1 of 8

Program: Select a Program from the Dropdown

Department: After Program is Selected Corresponding departments are available here. Select a department.

Course: After Program is Selected Corresponding courses will be available here. Select a Course.

Level: Select level from the options

Yearly Budget-Equipments: Enter yearly budget Equipments. Value should not contain more than 10 digits



Yearly Budget-consumables: Enter yearly budget consumables. Value should not contain more than 10 digits

Is it Research lab for PG course? : Click in it if 'Yes'

Name of the Laboratory: Enter Name of the Lab.

Lab / Major Equipments: Enter Details about Lab Equipments

Investment till Date: Enter Investment on Lab till date. Value should not contain more than 10 digits

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Click "save" button to save the record or go to Menu button for save record option.

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Help Manual for AICTE website

Library Books

Click on “**Library Books**” to Add details about library Books in the Institute Click “Add” button

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Contact Details Course Details Amenities Area Library Facilities Circulation Area Processing Fee

Land Details Faculty Details Other Facilities Computational Facilities Operational Funds Payments

Building Details Instructional Area Laboratory Details Technical Staff Admin & Library Staff AQIS App.

Application- Header

*TO VIEW 11-12/12-13 APPLICATION(CLICK HERE -->) 1 of 1+

Menu

Current Application Number:* 1-1252151976 Current Status:* New Name of the institution:*

Permanent Institute Id: 1-9009071 Sub Status: Academic Year:* 2013-2014

Institute Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) Library Books

Menu Add Delete Save 1 - 1 of 1

Programme	Number of Titles	Number of Volumes	Number of National Journals	Number of International Journals
PHARMACY	650	3,200	22	22

Program: Select a Program from the Dropdown

Number of Titles: Enter Number of Titles

Number of Volumes: Enter Number of volumes

Number of National Journals: Enter Number of National Journals

Number of International Journals: Enter Number of International Journals

eJournals: Check it if e journals are available

Click “save” button to save the record or go to Menu button for save record option.



Library Facilities

Click on “**Library Facilities**” to Add details about library Facilities in the Institute Click “Add” button

Only 1 row can be added.

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Contact Details Course Details Amenities Area Library Facilities Circulation Area Processing Fee

Land Details Faculty Details Other Facilities Computational Facilities Operational Funds Payments

Building Details Instructional Area Laboratory Details Technical Staff Admin & Library Staff AQIS App.

Application - Header

*TO VIEW 11-12/12-13 APPLICATION(CLICK HERE -->) 1 of 1

Menu

Current Application Number: 1-1252151976 Current Status: New Name of the institution: Permanent Institute Id: 1-9009071 Sub Status: Academic Year: 2013-2014

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) Library Facilities

Menu Delete Save

Working Hours from to	Name of E Journal Subscription available	Current Annual Budget Rs.	Total Library area in sq m	Library Networking	Reprographic Facility	No. of Multimedia	Reading Room Seating Capacity
8.00AM TO 8.00PM	DELLNET	100,000	150	YES	YES	5	70

Working Hours from to: Enter working timings of the Library

Name of E Journal Subscription available: Enter Name of e Journal Subscription available

Current annual budget Rs: Enter Current annual Budget in rupees for Library

Total Library area in sqm: Enter total library area in Square meters

Library Networking:

Reprographic Facility: Click it if 'yes'

No. of Multimedia PC's: Enter Number of multimedia Pc's available in the library.

Reading Room seating capacity: Enter Reading room seating capacity. Value shouldn't be more than 999.

Bar Code or RF Tab Book Handling?: Select a value from the drop down list.

Library Management Software?: Select value from the drop down list.

Click “save” button to save the record.



Computational Facilities

Click on “**Computational Facilities**” to Add details about Computational Facilities in the Institute
Click “Add Details” button

Only 1 record can be added

PC's exclusively available to students : Enter Number of PC's available for Student use

PCs available in library : Enter number of PCS available in library.

PCs available in Administrative Office : Enter number of PCs available in Administrative Office.

PCs available to Faculty Member : Enter number of PCs available to faculty members.

Number Of PCs in Language lab : Enter number of PCs available In Language Lab.

Internet Bandwidth in Mbps: Enter internet Bandwidth in Mbps

Internet Contention Ratio: Enter Internet Contention Ratio from the Dropdown



Printers available to students: Enter Number of Printers available for use

Number of Legal System software: Enter number of Legal System softwares

Number of Legal application Software: Enter number of Legal application software

Click "save" button to save the record and "Delete" button for deleting a record.



Help Manual for AICTE website

Technical Staff

Click on **"Technical Staff"** to Add details about Technical Staff of the Institute

Click **"Add"** button to add details about Technical staff

Applicant Organization - Contact Person:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Application- Header TO VIEW 11-12/12-13 APPLICATION(CLICK HERE -->) 1 of 1+

Menu

Current Application Number:* 1-1252151976 Current Status:* New Name of the institution:* SDAFSDF
Permanent Institute Id: 1-9009071 Sub Status: Academic Year:* 2013-2014

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) Technical Staff

Menu Add Delete Save Import Technical Staff Data 1 - 10 of 10+

Is Duplicate	Title	First Name	Middle Name	Surname	Mother's Name	Father's Name	Address Line 1	Address Line 2	City / Village	State	Postal Code	Res Phone
<input type="checkbox"/>	Mr.	SADDF	asdf	SADF	SDAF	ASDF	MUMBAI	navimumbai	VASHI	Arunachal Pradesh	515611	12343423

Title: Select Title from the options

Surname: Enter Surname of the technical Staff

First Name: Enter First Name of the technical Staff

Middle Name: Enter Middle Name of the technical Staff

Father's Name: Enter Father's name

Mother's Name: Enter Mother's name

Address Line1 / Address Line2: Enter Address

City/Village: Enter Name of City / Village

State/UT: Select State/UT from the Dropdown Values.

Postal Code: Enter 6 Digit Pincode.

Res Phone: Enter 5 to 8 digit Residence Phone no.



Mobile Phone #: Enter 10 Mobile no.

Date of Birth: Enter date of Birth

Program: Select a Program from the Dropdown

Course: After Program is Selected Corresponding courses will be available in courses dropdown. Select a Course.

Department: After Program is Selected Corresponding departments are seen. Select department.

Level: select level from the values.

PhD: Enter Doctorate degree

Master Degree: Enter Masters Degree

Bachelor Degree: Enter Bachelors Degree

Diploma: Enter Diploma Degree

Other: Enter Other Degree

Exact Designation: Select Exact Designation from a given dropdown

Appointment type: Select Appointment Type from a given dropdown

Date of joining the Institute: Enter Date of joining the Institute as Staff.

Position: Enter Position

PF Number: Enter PF Number of the Technical Staff

Salary Type: Enter salary type

Salary Mode: Select Salary Mode from a dropdown

Gross pay per Month: Enter the Gross pay per month

Bank Name: Enter the Bank Name

Bank Account Number: Enter the bank account no.

IFSC Code: Enter the bank IFSC code



Help Manual for AICTE website

PAN number: Enter the PAN number

Click "save" button to save the record.

Note: Technical Staff Record Created before 05/10/2011 cannot be deleted.

If Faculty has left the institute clicks in "Left the Institute" check box.

Left the Institute: Click this check box if the Technical Staff left Institute.

Technical Staff Relieved Date: Enter Date when Technical Staff left the institute.

Aadhaar Card(UID): Enter Valid 12 digit Aadhaar Card Number.

Enrollemnt Id(EID): Enter Valid 28 Digit Enrollement Id Number.

The screenshot displays the AICTE website interface. At the top, a blue banner reads "AICTE - Bringing e-Governance to ensure transparency" with a menu: File, Edit, View, Query, Tools, Help. Below this is a navigation bar with tabs: Home, Change Password, Student Details, New/Extension Approval, My Institute Application Screen, Vocational Course Education, and Service Request. The main content area is divided into sections: Contact Details, Course Details, Amertie, Land Details, Faculty Details, Other Fa, Building Details, Instructional Area, and Laboratc. A central "Application- Header" section shows "Current Application Number:* 1-1252151976" and "Permanent Institute Id: 1-9009071". To the right, there are links for "Check Processing Fee", "Students Count", "Payments", and "AQIS Application". A modal dialog box titled "Siebel" is open, displaying a warning: "You cannot delete a Tech. Staff record created before 05/10/2011.(SBL-EXL-00151)". Below the dialog, there are fields for "Current Status" (set to "NEW"), "Name of the Institution:* SDAFSDF", "Sub Status:", and "Academic Year:* 2013-2014". At the bottom, a table titled "Technical Staff" is visible, with columns: Is Duplicate, Title, First Name, Middle Name, Surname, Mother's Name, Father's Name, Address Line 1, Address Line 2, City / Village, State, Postal Code, and Res Phone. The first row of data shows: Is Duplicate (checkbox), Title (Mr.), First Name (SADD), Middle Name (asdf), Surname (SADF), Mother's Name (SDAF), Father's Name (ASDF), Address Line 1 (MUMBAI), Address Line 2 (navimumbai), City / Village (VASHI), State (Arunachal Pradesh), Postal Code (515611), and Res Phone (12343423).



Help Manual for AICTE website

Attach the Technical Staff Attachments

Click on the “New” or “New File” button to attach the documents of Technical Staff

AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help

Applicant Organization - Contact Person:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Is Duplicate	Title	First Name	Middle Name	Surname	Mother's Name	Father's Name	Address Line 1	Address Line 2	City / Village	State	Postal Code	Res Phone
<input type="checkbox"/>	Mr.	SADDF		SADF	SDAF	ASDF	MUMBAI	navimumbai	VASHI	Arunachal Pradesh	515611	12343423

Technical Staff Attachments Menu New Delete Save New File

Document Type	Attachment Name	Size (In Bytes)	Type	Modified	Update File	Comments
Passport size Photo	P P TIWARI	25,845	JPG	18/1/2012 03:50:18	✓	
Biometric image of right thumb	P P TIWARI BIOM	34,130	jpg	18/1/2012 03:47:52	✓	

Document Type: Select the Document Type from the drop down

1. Appointment Letter
2. Biometric image of right thumb
3. Certificates-UG, PG, PhD degree
4. Form 16
5. Joining Report
6. Passport size Photograph
7. Faculty1-Other
8. Faculty2-Other

Attachment Name: Browse the attachment of Document Type from the Desktop

Size(In Bytes): Size of the browsed file is automatically populated

Type: Type of the browsed file is automatically populated

Modified: Last modified Date and Time of the browsed file is automatically populated

Update File: Automatically checked

Comments: Enter the comments if necessary



Technical Staff Repeat the procedure(Attach the Technical Staff Attachments) to add all the attachments for the specified

Repeat the procedure for all the technical Staff available in your institute



Help Manual for AICTE website

JFDR Details

Click on “JFDR Details” tab

Click “New” button to add Joint FDR details of the institute

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

JFDR Details:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service

CONTRACT DETAILS LOUISE DETAILS ARCHIVES AREA Application Approval Library Facilities CIRCULAR AREA PROCESSING FEE

Land Details Faculty Details Other Facilities Computational Facilities Operational Funds Payments

Building Details Instructional Area Laboratory Details Technical Staff Admin & Library Staff AQIS App.

Application-Header *TO VIEW 11-12/12-13 APPLICATION(CLICK HERE -->) 1 of 1+ ▶

Menu

Current Application Number: 1-253480285 Current Status: New Name of the institution: SDAFSDF

Permanent Application Id: 1-9009071 Sub Status: Academic Year: 2013-2014

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) JFDR Details

Menu New Delete Save 1 - 1 of 1

Bank Name	Branch	Joint FDR Created On	Joint FDR Number	Joint FDR Amount	Joint FDR Maturity Date	Whether Encashed	Date on which Encashed
PUNJAB NATIONAL I	KAILAGARH ROAD,	29/06/2007	123455	1,500,000	28/06/2015	N	

Bank Name: Enter the Bank Name

Branch: Enter the Branch of the Bank

Joint FDR Created On: Select the date from the calendar on which the Joint FDR is created

Joint FDR Amount: Enter the Joint FDR Amount

Joint FDR Maturity Date: Select the date from the calendar for Joint FDR Maturity date

Whether Encashed: Check the checkbox if the amount is encashed

Date on which Encashed: If the amount is encashed, select the date from the calendar for Date of encash

Repeat the Procedure for all the JFDR's



Help Manual for AICTE website

Financial Details

Click on **"Financial Details"** tab

Click "Add" button to add financial details of the institute

Only 1 record can be added.

AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help

AICTE New Application form Part A:
Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application- Header
Menu TO VIEW 11-12/12-13 APPLICATION(CLICK HERE -->) 1 of 1+

Current Application Number:* 1-253480285 Current Status:* New Name of the institution:* SDAFSDF
Permanent Institute Id: 1-9009071 Sub Status: Academic Year:* 2013-2014

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) Finance

Menu Delete Save 1 of 1+

Income

Income From Central Govt: 0 Income From UGC: 0
Income From State Govt: 0 Income From Other Bodies: 0
Income From Student Fees: Income From Other/ Internal Revenue: 5,378,618
Income From Donations: 0 Total Income:

Income from Central Govt: Enter income from central government

Income from State Govt: Enter income from state government

Income from Student Fees: Enter student fee income

Income from Donations: Enter income from donations

Income from UGC: Enter income from UGC

Income from Other Bodies: Enter income other bodies

Income from Other/ Internal Revenue: Enter income from other/internal revenue

Total Income: Enter total income



Expenditure

Salary Teaching Staff: Enter teaching staff salary

Remuneration to Visiting/Guest: Enter remuneration details

Salary Non-teaching Staff: Enter Non - teaching staff salary

Library: Enter Library expenditure

Equipment: enter equipment expenditure

Building Maintenance: Enter maintenance expenditure

Other Expenditure: Enter Other expenditures

Total Expenditure: Enter total expenditure

Surplus / Deficit: This will be auto calculated

Click "Save" button to save the record.



Circulation Area

Click on “**Circulation Area**” tab and Click “Add” button to add Circulation area details

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE New Application: > Instructional Area: > Instructional Area - Common Facilities: > AICTE Administrative Area: > AICTE Amenities Area: > AICTE Laboratory Details: > AICTE Circulation Area:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk AQIS Application

Technical Campus Grants Received Application Approval

Application- Header *TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE -->) 1 of 1+

Menu

Current Appl n Number:* 1-1252365883 Current Status:* New Name of the institution:* VINDHYA IN ITE OF MANA

Permanent I te Id: 1-4637054 Sub Status: Academic Year:* 2013-2014

Institute D Deficiency Report Operational Status Calculate Deficiency Print EOA 2011-12 Print EOA 2012-13 Organisation Circulation Area

Menu Add Delete Save 1 - 3 of 3

Building Number	Building Name	Painting Done	Area Type	Average Carpet Area	Flooring	Sanitary Fittings Done	Electrification
Test	324	Ready	Corridors	300	Yes	N	Ready
Test	425	Ready	Other Areas (in Sq n 120		Yes	N	Ready
> Test	526	Ready	Other Common Area 132		Yes	N	Ready

hama shalini.sharma@ci.in +91-9810176604. Post all your AICTE related queries to Helpdesk Email helpdesk@aicte-inida.org Post all your vocational related queries to Helpdes 6 of 8

Area Type: Select a Value from the Drop down. Values are:

1. Corridors
2. Other Common Area (in Sqm)
3. Other areas (in Sqm)

Average Carpet Area: Enter average carpet area

Flooring: Select value depending on whether flooring is done or not

Painting Done: Select ready or Not ready depending on whether painting is done or not

Sanitary Fittings done: Click in Check box if 'yes



Electrification & Lightning: Select ready or Not ready depending on whether Electrification & Lightning is done or not

Furniture: Select ready or Not ready depending on whether Furniture is available or not

Building Name: Enter Building Name.

Building Number: Enter Building Number.

Click "save" Button to save the Record

Note:-

1. Building Name is a required Field.
2. Building Number is a required Field.



Operational Funds

Click on “**Operational Funds**” tab and Click “Add” button to add Operational Funds details

Application- Header

*TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE -->) 1 of 1

Menu

Current Application Number*: 654-201

Current Status*: New

Name of the institution*: AAA

Permanent Institute Id:

Sub Status:

Academic Year*: 2013-2014

Institution Details Company/Industry Details Deficiency Report Industry/Organization Details Operational Status Operational Details Operational Funds

Menu Add Delete Save 1 - 1 of 1

Bank	Account Number / FD Number	Cash Balance / FDR(in Rs)	Bank Statement Date
> sbi	0002228789534	1,000,000	11/12/2010

Bank: Enter bank name

Account Number / FD Number: Enter Account Number or FD number

Cash Balance / FDR: Enter Cash Balance/ FDR in Rupees

Bank Statement Date: Enter Bank Statement Date.

Click “save” Button to save the Record



Help Manual for AICTE website

Admin & Library Staff

Click on “**Admin & Library Staff**” tab and Click “Add” button to add Admin and other staff details

Title: Select appropriate option from the dropdown

First Name: Enter First Name of the staff member

Middle Name: Enter Middle Name of the staff member

Surname: Enter Surname of the staff member

Father's Name: Enter Father's name

Mother's Name: Enter Mother's name

Address Line1 / Address Line2: Enter Address

Exact Designation: Select a value from the dropdown.

Date of joining the Institute: Enter Date of joining the Institute as staff member

Date of Birth: Enter date of Birth

City/Village: Enter Name of City/village



State: Select State/UT from the Dropdown Values.

Postal Code: Enter 6 Digit Postal code.

Res Phone: Enter LandLine No.

Mobile Phone #: Enter valid 10 digit Cell Number

Date of Birth: Enter date of birth

Gender: Select Gender

PhD: Enter Doctorate degree

Master Degree: Enter master degree

Bachelor Degree: Enter bachelors degree

Diploma: Enter Diploma Degree

Other: Enter Other Degree

Exact Designation: Select Exact Designation from dropdown

Appointment Type: Select Appointment Type from dropdown

Date of Joining: Enter date of joining

PF Number: Enter PF Number

Salary Type: Enter Salary Type

Salary Mode: Select Salary Mode from dropdown

Gross pay per Month: Enter gross pay per month

Bank Name: Enter Bank name

Bank Account Number: Enter Bank account number

Bank IFSC Code: Enter IFSC Code

Email: Enter Valid Email Address Containing "@" and dot(.)



Help Manual for AICTE website

ex: name@yahoo.com

PAN: Enter valid PAN number

Religion: Select religion from the dropdown

Caste: Select Caste from the Dropdown

Click "save" to save the record.

Note: Admin/Library Staff Record Created before 05/10/2011 cannot be deleted.

If Faculty has left the institute clicks in "Left the Institute" check box.

Left the Institute? : Click this check box if the Admin Staff left Institute.

Staff Relieved Date: Enter Date when Admin Staff left the institute.

Aadhaar Card(UID): Enter Valid 12 digit Aadhaar Card Number.

Enrollemnt Id(EID): Enter Valid 28 Digit Enrollement Id Number.

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

Applicant Organization - Contact Person:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Current Application Number:* 1-253480285 Current Status:* New Name of the institution:* SDAFSDF
Permanent Institute Id: 1-9009071 Sub Status: Academic Year:* 2013-2014

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Admin & Library Staff

Menu Add Delete Save Import Admin & Other Staff Data 1 - 9 of 9

Is Duplicate	Title	First Name	Middle Name	Surname	Mother's Name	Father's Name	Address Line 1	Address Line 2	City / Village	State	P
N	Miss	SRAV	Vani	SURAPANANI	SUP	PANI	FASDASDF	asdfsadf	ASDFSADF	Arunachal Pradesh	P

Siebel

You cannot delete a Staff record created before 05/10/2011.

OK



Attach the Admin & Library Staffs Attachments

Click on the “New” or “New File” button to attach the documents of Admin & Library Staff

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

Applicant Organization - Contact Person:

Home Change Password Student Details New/Extension Approval My Institute Application Screen Vocational Course Education Service Request

Application Approval

N	Mr.	ASDF	AFSDF	DASFDF	ASDFSDF	SADF	asdfs	SADF	Uttarakhand
N	Mrs.	ASDFDS	DFSDF	GOMTI PANTHERI	B.R. PANTHERI	H.NO. 55, SMITH NAGAR,	PREMNAGAR	SDAFDSF	Andhra Pradesh
> N	Mr.	ASDF	FSDF	XBVVCBFG	WERWERWE	SDAFFWERWE	sdaf	SDFS	Puducherry

Admin and Library Staff Attachments

Menu New Delete Save New File

1 - 2 of 2

Document Type	Attachment Name	Size (In Bytes)	Type	Modified	Update File	Comments
>	Biometric image of ri HIMANI BIOM	34,881	jpg	18/1/2012 04:44:00	✓	
	Passport size Photo HIMANI PHOTO	27,998	JPG	18/1/2012 04:45:22	✓	

Document Type: Select the Document Type from the drop down

1. Appointment Letter
2. Biometric image of right thumb
3. Certificates-UG, PG, PhD degree
4. Form 16
5. Joining Report
6. Passport size Photograph
7. Faculty1-Other
8. Faculty2-Other

Attachment Name: Browse the attachment of Document Type from the Desktop

Size(In Bytes): Size of the browsed file is automatically populated

Type: Type of the browsed file is automatically populated

Modified: Last modified Date and Time of the browsed file is automatically populated

Update File: Automatically checked

Comments: Enter the comments if necessary



Admin & Library Staff repeat the procedure (Attach the Admin & Library Staff Attachments) to add all the attachments for the specified

Repeat the procedure for all the admin & library staff available in your institute



Fee Structure

Click on “**Fee Structure**” tab and Click “Add” button to add Admin and Fee Structure details

Program: Select Program.

Course: Select Course for that program

Level: Select level from the values

Admission Quota: Select Value from the dropdown

Approved Tuition Fee: Enter the Tuition Fee that was approved in the last year

Other Fees : Enter the Other fees.

Total Fees : Enter the Total Fees.

Fee Approving Body: Enter the name of the approving body

Date of Approval of the Fees: Enter the Date of Approval of the fees



Hostel Facilities

Click on “**Hostel Facilities**” tab and Click “New” button to Enter details about Hostel Facilities

The screenshot displays the AICTE New Application web interface. The top navigation bar includes links like Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), Admin Screen, New College Application, and New/Extension Approval. A sidebar menu lists various categories such as Organisation Details, Program Details, Administrative Area, eJournal, Financial Details, Hostel Facilities, Head of Institute, Contact Details, Course Details, Amenities Area, Library Facilities, Circulation Area, Check Processing Fee, Students Count, Land Details, Faculty Details, Other Facilities, Computational Facilities, Operational Funds, Payments, OMBUDSMAN/Grievance Details, Building Details, Instructional Area, Laboratory Details, Technical Staff, Admin & Library Staff, AQIS Application, Anti-Ragging, Technical Campus, and Grants Received. The main content area is titled 'Application- Header' and contains fields for Current Application Number (1-1253801057), Current Status (New), Name of the institution (TEST-DUAL), Permanent Institute Id, Sub Status, and Academic Year (2013-2014). Below this, there is a table with columns: Hostel accommodation Boys(1/Room), Room Area in sq m_B1, Name of the Building_B1, and Building Number_B1. The table shows a single row with values 33, 33, sfe, and edf. The bottom of the page shows a footer with 'Local intranet | Protected Mode: Off' and 'User Manual for Vol 1 of 8'.

Hostel accommodation Boys(1/Room) : Enter Number of one bed/room for Boys

Room Area in sq m_B1: Enter area of one bed/ room

Name of the Building_B1: Enter the name of the building of one bed/room for Boys

Building Number_B1: Enter the building number of one bed/room for Boys

Hostel accommodation Boys(2/Room) : Enter Number of two beds/room for Boys

Room Area in sq m_B2: Enter area of two bed/ room



Name of the Building_B2: Enter the name of the building of two beds/room for Boys

Building Number_B2: Enter the building number of two beds/room for Boys

Hostel accommodation Boys(3/Room) : Enter Number of three beds/room for Boys

Room Area in sq m_B3: Enter area of three bed/ room

Name of the Building_B3: Enter the name of the building of three beds/room for Boys

Building Number_B3: Enter the building number of three beds/room for Boys

Hostel accommodation Boys(4/Room) : Enter Number of four beds/room for Boys

Room Area in sq m_B4: Enter area of four bed/ room

Name of the Building_B4: Enter the name of the building of four beds/room for Boys

Building Number_B4: Enter the building number of four beds/room for Boys

Hostel accommodation Girls(1/Room) : Enter Number of one bed/room for girls

Room Area in sq m_G1: Enter area of single bed/ room

Name of the Building_G1: Enter the name of the building of one bed/room for girls

Building Number_G1: Enter the building number of one bed/room for girls

Hostel accommodation Girls(2/Room) : Enter Number of two beds/room for girls

Room Area in sq m_G2: Enter area of two beds/ room

Name of the Building_G2: Enter the name of the building of two beds/room for girls

Building Number_G2: Enter the building number of two beds/room for girls

Hostel accommodation Girls(3/Room) : Enter Number of three beds/room for girls

Room Area in sq m_G3: Enter area of three beds/ room

Name of the Building_G3: Enter the name of the building of three beds/room for girls

Building Number_G3: Enter the building number of three beds/room for girls

Hostel accommodation Girls(4/Room) : Enter Number of four beds/room for girls



Room Area in sq m_G4: Enter area of four beds/ room

Name of the Building_G4: Enter the name of the building of four beds/room for girls

Building Number_G4: Enter the building number of four beds/room for girls

Backup Electric Supply: Click it if 'Yes'

Electric Supply: Click it if 'Yes'

Click "**Save**" button to save the record.



Company/Industry Details

Click the “**Company/Industry Details**” Tab and Provide all Company/Industry Details

File Edit View Query Tools Help

AICTE New Application: > AICTE New Application form Part A: > AICTE New Application form Part A: > Company Details:

Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) New/Extension Approval(13-14) New/Extension Approval

Application- Header

Menu

Current Application Number:* 1- 99904 Current Status:* New Name of the institution:* ASDA

Permanent Institute Id: 1- 61 Sub Status: Academic Year:* 2013-2014

Institute Details Company/Industry Details Deficiency Report Industry/Organization Details Operational Status Operational Details Calculate Deficiency

Menu Save

Are you a Company/Industry interested in setting up a New Institute?: No Company/Industry TAN Number:

Type of Company/Industry: Company/Industry Registered Address:

Is the company having Minimum 100 Cr Turnover for the last 3 years? (Attach supporting doc): Company/Industry Year of Registered:

Company/Industry PAN Number:

Are you a Company/Industry interested in Setting up an Institute?: Select Yes/No

Type of Company/Industry: Select type of Company/Industry

1. Private Ltd
2. Public Ltd

Is the Company having minimum 100cr Turnover for the last 3 years?(Attach Supporting Doc): Select from the drop down(Yes/No)

Company/Industry PAN Number: Enter company/Industry PAN Number

Company/Industry TAN Number: Enter company/Industry TAN Number

Company/Industry Registered Address: Enter company/Industry Registered Address



Company/Industry Year of Registered: Select company/Industry Year of Registration from drop down

Click on “Save” button to save the record.

Note:

1. By default, Are you a Company/Industry interested in Setting up an Institute? Is “No”.
2. All the above Fields are required, if user is interested in setting up an Institute.
3. If there is no Program in the Program Tab, user cannot select “Yes” for setting up an Institute.
4. If in Program tab, there is already an existing Program, user cannot select “Yes” for setting up an Institute.
5. If Are you a Company/Industry interested in setting up an institute is “Yes”, then Company/Industry should have minimum turnover of 100cr for last 3 years.

Company Document Attachment

Click on “Company Document Attachment” and click on “Add” button to enter Company Document Attachment details.

The screenshot displays the AICTE New Application web interface. The top navigation bar includes links for Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), College, Admin Screen, and New/Extension Approval. The main content area is divided into two sections. The top section, 'Company Details', contains fields for 'Type of Company/Industry' (Public Ltd), 'Company/Industry Registered Address' (dsds), 'Is the company having Minimum 100 Cr Turnover for the last 3 years? (Attach supporting doc):' (No), 'Company/Industry Year of Registered' (1852), and 'Company/Industry PAN Number' (gfv). The bottom section, 'Company Document Attachment', features a table with columns: Document Type, Attachment Name, Size (In Bytes), Type, Modified, Local, and Download File. The table contains one entry: 'Memorandum Association of Article of Association' with attachment name 'local genb', size '152', type 'txt', modified date '29/11/2012 12:12:3', and a checked 'Local' status. The interface also includes a menu bar with 'Add', 'Delete', and 'Save' buttons, and a status bar indicating '1 - 1 of 1'.

Document Type	Attachment Name	Size (In Bytes)	Type	Modified	Local	Download File
Memorandum Association of Article of Association	local genb	152	txt	29/11/2012 12:12:3	✓	



Document Type: Select document type from drop down

1. Certificate of Registration of Companies
2. Memorandum Association Article of Association
3. Certificate of Incorporation
4. Companies General Rules and Terms
5. Particulars of Directors, Managers or Secretaries
6. NOC from Directors or Promoters
7. Audited Statement for last 3 years clearly indicating turnover through operations
8. Turnover for previous three years shall be more than 100 Cr per year

Attachment Name: Add Attachment of the document

Comments: Write Comment if any

Click on **“Save”** button to save the record.

Note:

1. Document Type and Attachment Name are Required Fields.
2. Attachment name should be unique for multiple attachments.
3. If Are you a Company/Industry interested in setting up an institute is “No”, then user cannot attach Documents .



Help Manual for AICTE website

OMBUDSMAN Details

Click on “**OMBUDSMAN Details**” tab and Click “New” button to Enter OMBUDSMAN Details.

The screenshot displays the AICTE New Application form Part A: OMBUDSMAN Details. The page has a blue header with a menu bar (File, Edit, View, Query, Tools, Help) and a navigation pane on the left. The main content area is titled 'Application- Header' and contains the following fields:

- Current Application Number: 1-255210669
- Permanent Institute Id: 117-3801
- Current Status: New
- Sub Status:
- Name of the institution: ASDA
- Academic Year: 2013-2014

Below the 'Application- Header' section, there is a red bar with the text '1 of 1+'. The next section is titled 'OMBUDSMAN Details' and contains the following fields:

- Grievance Committee:
- OMBUDSMAN Appointment:

Grievance Committee: : It is a non-editable field with default value as ‘No’. The value for this field is set to ‘Yes’ when the user adds a new record in the field **Committee Type – ‘Grievance Redressal’** in the list Form below.

OMBUDSMAN Appointment: It is a non-editable field with default value as ‘No’. The value for this field is set to ‘Yes’ when the user adds a new record in the field **Committee Type – ‘OMBUDSMAN’** in the list Form below.



OMBUDSMAN/ Grievance Details

Click on “New” button to add OMBUDSMAN/ Grievance Details

File Edit View Query Tools Help

Company Details: > AICTE New Application form Part A:

Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) New/Extension Approval(13-14) New/Extension Approval

Menu

Grievance Committee: [Dropdown]

OMBUDSMAN Appointment: [Dropdown]

OMBUDSMAN \Grievance Details Menu New Delete Save 1 - 1 of 1

Committee type	Appointment Order Reference Number	Date of Appointment	Name of the Committee M	Profession	Address
>					

Committee Type: Select value From Dropdown. It's a required field.

1. Grievance Redressal
2. OMBUDSMAN

Appointment Order Reference Number: Enter Appointment Order Reference No. It's a required field.

Date of Appointment: Enter Date of Appointment. It's a required field.

Name of the Committee Member: Enter Committee Member Name. It's a required field.

Profession: Enter Profession

Address: Enter Address

Associated with: Enter the Name of Organization with which committee Member is associated.



Help Manual for AICTE website

Mobile Number: Enter valid 10 digit Mobile Number. It's a required field.

e-mail Address: Enter Valid Email Number ex. abc@yahoo.com. It's a required field.

Fax no.: Enter Valid Fax Number.

Designation: Enter Designation not below the rank of District Retired Judge or a Retired Professor

Department: Enter Department Name



Help Manual for AICTE website

Anti-Ragging Details

Click on **"Anti-Ragging"** in Quick Links to go to **Anti-Ragging Details Tab**.

The screenshot displays the Siebel Partner Portal interface. At the top, there is a navigation bar with links: Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), Admin Screen, New College Application, and New/Extension Approval. Below this is a 'Quick Links' section with a grid of links. A white arrow points to the 'Anti-Ragging' link in the grid. Below the 'Quick Links' section is the 'Application- Header' section, which contains fields for 'Current Application Number', 'Permanent Institute Id', 'Current Status', 'Sub Status', 'Name of the institution', and 'Academic Year'. Below the 'Application- Header' section is a 'Menu' section with a dropdown arrow. At the bottom of the page, there is a status bar with the text 'User Manual for Vocational Education (AICTE Approved Institutes)' and 'Help manual of online application for "AICTE - CII survey of Industry Institute Linkages - Awards"'. The taskbar at the bottom shows the Start button, several application icons, and the system clock displaying 6:24 PM on 11/30/2012.

Quick Links						
Institute Details	View Upload by RO	Inst.Area-Comm. Fac.	Library Book	JFDR Details	Fees Structure	AQIS History
Organisation Details	Program Details	Administrative Area	eJournal	Financial Details	Hostel Facilities	Head of Institute
Contact Details	Course Details	Amenties Area	Library Facilities	Circulation Area	Check Processing Fee	Student Count
Land Details	Faculty Details	Other Facilities	Computational Facilities	Operational Funds	Payments	OMBUDSMAN/Grievance Details
Building Details	Instructional Area	Laboratory Details	Technical Staff	Admin & Library Staff	AQIS Application	Anti-Ragging
Technical Campus	Grants Received					

Application- Header			
Current Application Number:*	1-1253570363	Current Status:*	New
Permanent Institute Id:	1-445734071	Sub Status:	
Name of the institution:*	TEST		
Academic Year:*	2013-2014		

Menu					
Institute Details	Deficiency Report	Operational Status	Calculate Deficiency	Print EOA 2011-12	Print EOA 2012-13
Anti-Ragging Details					



Help Manual for AICTE website

ANTI-RAGGING Details | Menu | New | Save | No Records

Committee type	Appointment Order Reference Number	Date of Appointment	Name of the Committee M	Profession	Address
----------------	------------------------------------	---------------------	-------------------------	------------	---------

Constitution of Anti-Ragging Committee : It is a non-editable field with default value as 'No'. The value for this field is set to 'Yes' when the user adds a new record in the field Committee Type – 'Anti-Ragging Committee' in the list Form below.

Constitution of Anti-Ragging Squad: It is a non-editable field with default value as 'No'. The value for this field is set to 'Yes' when the user adds a new record in the field Committee Type – 'Anti-Ragging Squad' in the list Form below.

Affidavit obtained from all Students: Select Yes/No. By default the field is set as 'No'.

Appointment of Counselors: Select Yes/No. By default the field is set as 'No'.

Affidavit obtained from parents of all the students: Select Yes/No. By default the field is set as 'No'.



Help Manual for AICTE website

Affidavit obtained from students staying in Hostel: Select Yes/No/New Hostel. By default the field is set as 'No'.

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://172.17.171.27/prmpportal_enu/start.swe?SWECmd=Login&SWEPL=1&SWETS=1354280426139

AICTE - An e-Governance initiative to bring in Transparency and Accountability

File Edit View Query Tools Help

AICTE New Application: > AICTE New Application form Part A: > AICTE New Application form Part A: > AICTE New Application form Part A:

Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) New/Extension Approval(13-14) New/Extension Approval

Institute Details Company/Industry Details Deficiency Report Industry/Organization Details Operational Status Operational Details Anti-Ragging Details

Menu

Constitution of Anti-Ragging Committee: No
Constitution of Anti-Ragging Squad: Yes
Affidavit obtained from all Students: Yes
Appointment of Counselors: No

Affidavit obtained from parents of all the students: No
Affidavit obtained from students staying in Hostel: Yes
Affidavit obtained from parents of students staying in Hostel: New Hostel

ANTI-RAGGING Details Menu New Save

Address	Associated with	Mobile Number	e-mail address	Fax No.
VASHI		7878787878	james.g@yahoo.com	45454

User Manual for Vocational Education (New Institutes) Post all your AICTE related queries to Helpdesk Email helpdesk@aicte-inida.org Post all your vocal 1 of 5

Done Local intranet | Protected Mode: Off 6:49 PM 11/30/2012

Affidavit obtained from parents of students staying in Hostel: Select Yes/No/New Hostel. By default the field is set as 'No'.



Help Manual for AICTE website

Click on **"New"** button to add details about Anti-Ragging

The screenshot shows the Siebel Partner Portal interface. The top navigation bar includes links for Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), New/Extension Approval(13-14), and New/Extension Approval. The main content area displays the 'ANTI-RAGGING Details' tab, which contains a form with the following fields:

- Constitution of Anti-Ragging Committee: Yes (selected)
- Constitution of Anti-Ragging Squad: No
- Affidavit obtained from all Students: No
- Appointment of Counselors: No
- Affidavit obtained from parents of all the students: No
- Affidavit obtained from students staying in Hostel: No
- Affidavit obtained from parents of students staying in Hostel: No

A white arrow points to the 'New' button in the 'ANTI-RAGGING Details' tab. Below the form, there is a table with the following data:

Date of Appointment	Name of the Committee M	Profession	Address	Associated with	Mobile N
23/11/2012	Rajiv	Principal	Vashi	AICTE	98989885

Committee type: Select Committee Type. It is a required field.

1. Anti-Ragging Committee

Selection of this value changes the value of field '**Constitution of Anti-Ragging Committee :**' in the form Form as '**Yes**'.

2. Anti-Ragging Squad

Selection of this field changes the value of field '**Constitution of Anti-Ragging Squad:**' in the form Form as '**Yes**'.



Help Manual for AICTE website

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://172.17.171.27/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&SWETS=1354280426139

AICTE - An e-Governance initiative to bring in Transparency and Accountability

File Edit View Query Tools Help

AICTE New Application: > AICTE New Application form Part A: > AICTE New Application form Part A: > AICTE New Application form Part A:

Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) New/Extension Approval(13-14) New/Extension Approval

Institute Details Company/Industry Details Deficiency Report Industry/Organization Details Operational Status Operational Details Anti-Ragging Details

Menu

Constitution of Anti-Ragging Committee: Yes No
Constitution of Anti-Ragging Squad: Yes No
Affidavit obtained from all Students: No
Appointment of Counselors: No

Affidavit obtained from parents of all the students: No
Affidavit obtained from students staying in Hostel: No
Affidavit obtained from parents of students staying in Hostel: No

ANTI-RAGGING Details | Menu | New Save 1 of 1

Committee type	Appointment Order Reference Number	Date of Appointment	Name of the Committee M	Profession	Address
> Anti-Ragging Squad	DFG123	23/11/2012	JAMES	pRINCIPAL	VASHI

Helpdesk Email VocEduAICTE@gmail.com User Manual for Vocational Education (AICTE Approved Institutes) User Manual for SKP Applications 3 of 5

Done Local intranet | Protected Mode: Off 100% 6:47 PM 11/30/2012

Appointment Order Reference Number: Please enter an Appointment Order Reference number which can be alphanumeric. It is a required field.

Date of Appointment: Please enter a date less than the current date. It is a required field.

Name of the Committee Member: Please enter name of the Committee Member. It is a required field.

Profession: Please enter the Profession.

Address: Please enter the address. It is a required field.

Associated With: Please enter an appropriate value.

Mobile Number: Please enter a valid 10 digit mobile number. It is a required field.



Help Manual for AICTE website

E-mail Address: Please enter a valid e-mail address. It is a required field.

Fax No.: Please enter a Fax number.

Click on “**Save**” button to save the record.



Grants Received

Click on “**Grants Received**” tab and Click “New” button to Enter details about Grants Received.

The screenshot shows the AICTE New Application form. The top navigation bar includes links: Home, Change Password, New/Extension Approval(11-12), New/Extension Approval(12-13), Admin Screen, New College Application, and New/Extension Approval. The main form area has a menu with options: Institute Details, Deficiency Report, Operational Status, Calculate Deficiency, Print EOA 2011-12, Print EOA 2012-13, and Grants Received. The Grants Received tab is selected, showing a table with columns: Name of the Grant, Year in which Grant was Sanctioned, Sanctioned Letter No, Date of Sanctioned Grant, Date of Receiving Grant, Activity Related to Grant conducted From, Activity Related to Grant conducted Upto, Submitted Final Utilization Certificate, and Date of. The table contains one row with data: abc, 1992, abc123456, 1/11/2012. The form also includes input fields for Current Application Number, Permanent Institute Id, Current Status, Sub Status, Name of the institution, and Academic Year.

Name of the Grant: Enter name of the Grant

Year in which Grant was Sanctioned: Select year in which Grant was Sanctioned from drop down.

Sanctioned Letter No: Enter Sanctioned Letter Number.

Date of Sanctioned Grant: Select Date of Sanctioned Grant

Date of Receiving Grant: Select Date of Receiving Grant

Activity Related to Grant conducted From: Enter Date for Activity Related to Grant conducted from

Activity Related to Grant conducted Upto: Enter Date for Activity Related to Grant Conducted upto

Submitted Final Utilization Certificate: Select Submitted Final Utilization Certificate from list Yes/No.



Utilization certificate Reference Number: Enter Utilization Certificate Reference Number

Date of submission of Final Utilization Certificate: Select Date of Submission of Final Utilization Certificate

Final Settlement of the Grant: Select Final Settlement of the Grant from list Yes/No.

Balance of Grant to be received from AICTE: Enter the balance of Grant to be Received from AICTE.

Balance of Grant to be refunded to AICTE: Enter the Balance of the Grant to be refunded to AICTE.

Remarks: Select Remarks from the list (Yes/No)

Click on "Save" button to save the record, and "Delete" button for deleting a record.



Technical Campus Details

Click on "Technical Campus Details" and to add a record Click "New" button.

Technical Campus Details:

Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) College Admin Screen New/Extension Approval

Building Details Instructional Area Laboratory Details Technical Staff Admin & Library Staff AQIS Application Anti-Ragging

Technical Campus

Application-Header

Menu

Current Application Number: 604-53006 Current Status: New Name of the institution: FG

Permanent Institute Id: 604-3910 Sub Status: Academic Year: 2013-2014

Institute Details Deficiency Report Industry/Organization Details View Uploads by RO Operational Status Operational Details Technical Campus Details

Menu New Delete Save

Year	Technical Campus Id	Parent Institute Id	Parent Institute Name	Child Institute Id	Child Institute Name
> 2007-2008	656				

Year : Select the year from the dropdown.

Technical Campus Id : Enter the technical campus Id.

Parent Institute Id : Enter the Parent Institute Id.

Parent Institute Name : Enter the Parent Institute Name.

Child Institute Id : Enter the Child Institute Id .

Child Institute Name: Enter the Child Institute Name.

Click "save" button to save the record and "Delete" button for deleting a record.

The 'Delete' button can be used for removing duplicate Technical Campus data.

NOTE: Year and Technical Campus Id is a required field.



Help Manual for AICTE website

eJournal Subscription Proofs

To Add eJournal Publishers for specific application user should navigate to **New/Extension Approval** Screen

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File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Accreditation Student Details **New/Extension Approval** My Institute Application Screen Vocational Course Education Service Request

Academic Year*: 2013-2014 Application Approval Application Opened on*: 25/09/2012 Application Team: AL880401
Application Submitted on: Appeal Requested Date:

Processing Fee Payment Details

Total Processing Fee:
Processing Fee Paid:
Balance Processing Fee:

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year:
Year*: 2013-2014
I understand that after I submit the application on Portal, my application shall become un-editable: ☐

Institute Details | Operational Status | Deficiency Applicant | Print EOA 2011-12 | Print EOA 2012-13 | Organisation | View Uploads by RO | Contact Person | Land Details | Building Details | Programme

Application- Header 1 of 1+

Menu Save

Institute Details

Name of the Institution*: SDAFSD
Address of the Institution*: ASDFSDF
Bank IFSC Code:
PAN:
Institution Type*: Unaided - Private

In the below available tabs select **eJournal Subscription Proofs** tab

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File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Accreditation Student Details **New/Extension Approval** My Institute Application Screen Vocational Course Education

Academic Year*: 2013-2014 Application Approval Application Opened on*: 25/09/2012 Application Team: AL880401
Application Submitted on: Appeal Requested Date:

Processing Fee Payment Details

Total Processing Fee:
Processing Fee Paid:
Balance Processing Fee:

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year:
Year*: 2013-2014
I understand that after I submit the application on Portal, my application shall become un-editable: ☐

Institute Details | Operational Status | Deficiency Applicant | Print EOA 2011-12 | Print EOA 2012-13 | Organisation | View Uploads by RO | Contact Person | Land Details | Building Details | Programme

Application- Header 1 of 1+

Menu Save

Institute Details

Name of the Institution*: SDAFSD
Address of the Institution*: ASDFSDF
Bank IFSC Code:
PAN:
Institution Type*: Unaided - Private

Navigation Menu:

- Courses (Shift 1 & 2)
- Students Count
- Correction in Courses
- Dual Degree/Integrated Course
- Faculty Details
- Instructional Area
- Administrative Area
- Amenities Area
- Other Facilities
- Laboratory details
- Library Books
- eJournal Subscription**
- Library Facilities
- Computational Facilities
- Technical Staff
- JFDR Details
- Financial Details
- Circulation Area



Help Manual for AICTE website

Click On New Button to enter Program name, publisher name and attachment.

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Vocational Course Education Service Request

Contact Details Course Details Amenties Area Application Approval Library Facilities Circulation Area Check Processing Fee Students Count
Land Details Faculty Details Other Facilities Computational Facilities Operational Funds Payments
Building Details Instructional Area Laboratory Details Technical Staff Admin & Library Staff AQIS Application

Application- Header *TO VIEW 11-12/12-13 APPLICATION(CLICK HERE -->) 1 of 1+

Menu

Current Application Number:* 1-253480285 Current Status:* New Name of the institution:* SDAFSDF
Permanent Institute Id: 1-9009071 Sub Status: Academic Year:* 2013-2014

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details eJournal Subscription

PLEASE CHECK e JOURNAL SUBSCRIPTION DECLARATION

Menu New Delete Save 1 - 1 of 1

Program	Select Publisher	Publisher Name	Subscription From	Subscription Till	Amount	Proof Of Payment	Type	Size (In Bytes)
> PHARMACY								

User can able to select list of programs available in Programme tab otherwise it will be pop up with following error message

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File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Vocational Course Education Service Request

building details instructional Area Laboratory details Application Approval Technical Staff Admin & Library Staff AQIS Application

Application- Header Siebel *TO VIEW 11-12/12-13 APPLICATION(CLICK HERE -->) 1 of 1+

Menu

Current Application Number:* 1-253480285 Current Status:* New Name of the institution:* SDAFSDF
Permanent Institute Id: 1-9009071 Sub Status: Academic Year:* 2013-2014

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details eJournal Subscription

PLEASE CHECK e JOURNAL SUBSCRIPTION DECLARATION

Menu New Delete Save 1 - 2 of 2

Program	Select Publisher	Publisher Name	Subscription From	Subscription Till	Amount	Proof Of Payment	Type	Size (In Bytes)
>								
PHARMACY	IEEE	aicte	25/09/2012	29/09/2012	456	ACCOUNT_OUT_LOI	sqj	632

Program, Publisher and Attachment Name are required values to add eJournal record.



SUBMITTING THE APPLICATION :

Now Submit the Application by clicking '**Submit Application and Proceed to Payment**' Button.

Declaration: Check the Declaration flag on the Institute Detail tab before submitting the application.

Chapter: Chapter field will be set automatically depending on the criteria.

Overall Deficiency: The Deficiency for the Institute will be calculated and the Overall Deficiency Flag will be Set accordingly.

Status will change to '**Submitted to RO**'

Quick Links

Institute Details	View Upload by RO	Inst.Area-Comm. Fac.	Library Book	JFDR Details	Fees Structure	AQIS History
Organisation Details	Program Details	Administrative Area	eJournal	Financial Details	Hostel Facilities	Head of Institute
Contact Details	Course Details	Amenties Area	Library Facilities	Circulation Area	Check Processing Fee	Students Count
Land Details	Faculty Details	Other Facilities	Computational Facilities	Operat		UDSMAN \Grievance Details
Building Details	Instructional Area	Laboratory Details	Technical Staff	Admin		Ragging
Technical Campus	Grants Received					

Application- Header

Menu | New Application | Save | **Submit Application & Proceed to Payment** | Create 2013-2014 Application | Appeal to SAC | UPDATE PAYMENT STATUS

Current Application Number:* 1-1253917404	Current Status:* New	Attend Scrutiny Committee On:
Permanent Institute Id: 1-7963511	Sub Status:	Application Type: Extension-Expansio
Academic Year:* 2013-2014	Application Opened on:* 06/12/2012	Appeal Requested Date:
Chapter:	Application Submitted on:	Overall Deficiency(Y/N):

Processing Fee Payment Details

Total Processing Fee:	
Processing Fee Paid:	
Balance Processing Fee:	

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year:

Year:* 2013-2014

I understand that after I submit the application on Portal, my application shall become un-editable: ☐



Student Details

Click on “**Student Details**” and to add a record Click “New” button

Is Duplicate	Title	First	Middle Name	Surname / Family name	Mother's Name	Father's Name	Res Phone	Mobile Number	Gender	Date of Birth	Student Status	Program
>	Mr.	LNT		INFOTECH	MAHPHE				Male	12/06/1986		ENGINEER

Title: Select the Title of the Student from the drop down

Miss.
Mr.
Ms.
Mrs.
Dr.

First Name: Enter First name of the Student

Middle Name: Enter the Middle name of the Student

Surname: Enter Surname of the Student

Mother's Name: Enter Mother's name of Student

Father's Name: Enter Father's name of Student



Res Phone: Enter 5-10 digit Residential Phone Number of Student

Mobile Number: Enter 10 digit Mobile Number of Student

Gender: Select Gender

Date of Birth: Enter date of Birth

Status: Select the status of student from the drop down

Program: Select the Program under which the Student is to be enrolled from the drop down list

Course: Select the Course name from the drop down list

Level: Select the Level of the Student from drop down list

Date of joining the Institute: Enter Student's Date of Joining into the Institute

Admitted To: Select the year into which the Student is admitted

First Year
Second Year
Other

Roll Number: Enter the Roll Number of the Student

Email Address: Enter Valid Email Address of the Student.

Religion: Select Religion of the Student from the dropdown

Caste: Select the Caste of the Student from the dropdown

Reserve Category: Click if 'Yes'

Is Physically Handicapped: Click if 'Yes'

Econ Backward: Click if 'Yes'

Home/Hostel: Select the type of Stay of the Student

1. Home
2. Hostel



Institute Fees Paid: Enter the amount of Institute fees paid by the Student

Hostel Fees/Month: Enter the amount of Hostel fees paid by the student

Year1 (% marks): Enter Students Year1 percentage of marks

Year2 (% marks): Enter Students Year2 percentage of marks

Year3(% marks): Enter Students Year3 percentage of marks

Year4 (% marks): Enter Students Year4 percentage of marks

Year5 (% marks): Enter Students Year5 percentage of marks

Aadhaar Card(UID): Enter Valid 12 digit Aadhaar Card Number.

Enrollemnt Id(EID): Enter Valid 28 Digit Enrollement Id Number.

Gate Score: Enter Gate Score.

Gate Exam Number: Enter Gate Exam Number.

Gate Score- Year Valid From: Select "Gate Score- Year Valid From" from the drop down list.

Gate Score- Year Valid To: Select "Gate Score- Year Valid to" from the drop down list.

Click "save" button to save the record.

Repeat the Procedure for all the students.

The 'Import Student' button is used for importing bulk student data.

The 'Delete' button can be used for removing duplicate student data. Do not use delete button students leaving the institute. They are to be set with Status "Completed the course".

Note: Student Record Created before 05/10/2011 cannot be deleted.

NOTE: You can add Student Detail Records before or after Submitting the Application.



Help Manual for AICTE website

Institute Related Queries :

For any Institute related queries please log on your queries in **"Service Request Screen"**.

Navigate to Screen as shown in screen shot.

The screenshot displays the Siebel Partner Portal interface. At the top, there is a navigation bar with links: Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, and Vocational Course Education. Below this is a 'Quick Links' section with a grid of links. A white arrow points to the 'Service Request' link in the 'Quick Links' section. The 'Application- Header' section shows details for a current application, including the application number, status, and submission date. The 'Processing Fee Payment Details' section shows a total fee of 200,000. The 'Declaration' section contains a statement of verification.

Quick Links						
Institute Details	View Upload by RO	Inst.Area-Comm. Fac.	Library Book	JFDR Details	Fees Structure	AQIS History
Organisation Details	Program Details	Administrative Area	eJournal	Financial Details	Hostel Facilities	Head of Institute
Contact Details	Course Details	Amenties Area	Library Facilities	Circulation Area	Check Processing Fee	Students Count
Land Details	Faculty Details	Other Facilities	Computational Facilities	Operational Funds	Payments	
Building Details	Instructional Area	Laboratory Details	Technical Staff	Admin & Library Staff	AQIS Application	

Application- Header			
Current Application Number:*	1-399031945	Current Status:*	Reco to Council
Permanent Institute Id:	1-14068819	Sub Status:	
Academic Year:*	2011-2012	Application Opened on:*	03/01/2011
		Application Submitted on:	26/03/2011

Processing Fee Payment Details	
Total Processing Fee:	200,000

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year.



Help Manual for AICTE website

Click on “New” Button to create new service request.

The screenshot shows the Siebel Partner Portal interface. At the top, there is a navigation bar with links: Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, My Institute Application Screen, and Service Request. The 'Service Request' link is highlighted. Below the navigation bar, there is a section titled 'Application- Header' with fields for Current Application Number, Permanent Institute Id, Academic Year, Name of the institution, Current Status, Sub Status, Application Type, Application Opened on, and Application Submitted on. A red banner below this section says 'To Attach Documents for a Service Request Please Scroll Down'. Below the banner, there is a table with columns: SR #, Status, Type, Description, Owner, and Opened. The table contains one row with SR # 1-1252579696, Status Submitted, Type, Description, Owner AE2035241, and Opened 29/9/2012 01:10:25 PM. A red arrow points to the 'New' button in the table's header row.

SR #	Status	Type	Description	Owner	Opened
1-1252579696	Submitted			AE2035241	29/9/2012 01:10:25 PM

Select Type with respect to your query.

For Example :

If you have any query related to Processing fee then select Type : “**Processing Fee Payments**” ,If you have any query related to Portal then select Type : “**Portal Issues**”



Help Manual for AICTE website

Add the detail description. Also you can attach some snapshot for easy reference.

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://124.247.235.132/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&SWETS=1348903748439

Live Search

Siebel Partner Portal

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File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Student Details CII Questionnaire New/Extension Approval My Institute Application Screen Service Request

Application- Header *TO VIEW 11-12/12-13 APPLICATION(CLICK HERE -->) 1 of 1+

Menu Save

Current Application Number:* 1-399031945 Name of the institution:* VIDYALANKAR INSTITU Application Type: Extension-Expansio

Permanent Institute Id: 1-14068819 Current Status:* Reco to Council Application Opened on:* 03/01/2011

Academic Year:* 2011-2012 Sub Status: Application Submitted on: 26/03/2011

To Attach Documents for a Service Request Please Scroll Down

Menu New Save Query 1 - 1 of 1

SR #	Status	Type	Description	Owner	Opened
> 1-1252579696	Submitted	Processing Fee Payments		AE2035241	29/9/2012 01:10:25 PM

- Approved Intake
- Increase
- Closure
- Reduction in Intake
- Portal Issues
- Security Deposit Payments
- Processing Fee Payments
- EVC
- Scrutiny
- Vocational Application



Help Manual for AICTE website

Attachments :

Click on “New File” to upload any attachments.

The screenshot shows the Siebel Partner Portal interface. At the top, there is a navigation bar with links: Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, My Institute Application Screen, and Service Request. Below this is a section titled "Attachments" with a toolbar containing buttons for Menu, Save, Query, and New File. A large white arrow points to the "New File" button. Below the toolbar is a table with the following headers: Attachment Name, Size (In Bytes), Type, Modified, and Comments. The table is currently empty. At the bottom of the page, there is a footer with links: Educational Education (New Institutes), Last date for submitting CII Application is extended to 31st August 2012, User Manual for SKP Applications, and For any CII related que. The page number 3 of 8 is also visible.



Help Manual for AICTE website

Creating 2013-2014 application for Institutes who already have a 2012-2013 Application

Click on '**Create 2013-2014 Application**' button to copy existing application data to 2013-2014 academic year data. All the existing data will be copied and a new application for the academic year 2013-2014 will be created.

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File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Quick Links 1 of 1+

Menu

Institute Details	View Upload by RO	Inst.Area-Comm. Fac.	Library Book	JFDR Details	Fees Structure	AQIS History
Organisation Details	Program Details	Administrative Area	eJournal	Financial Details	Hostel Facilities	Head of Institute
Contact Details	Course Details	Announcements Area	Library Facilities	Circulation Area	Check Processing Fee	Students Count
Land Details	Faculty Details	Other facilities	Computational Facilities	Operational Funds	Payments	
Building Details	Instructional Area	Laboratory Details	Technical Staff	Admin & Library Staff	AQIS Application	

Application- Header TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE -->) 1 of 1+

Menu New Application Save Create 2013-2014 Application Appeal to SAC UPDATE PAYMENT STATUS

Current Application Number:*	1-1252151976	Current Status:*	New	Attend Scrutiny Committee On:	
Permanent Institute Id:	1-9009071	Sub Status:		Application Type:	Extension-Expansion
Academic Year:*	2013-2014	Application Opened on:*	25/09/2012	Application Team:	AE860401
		Application Submitted on:		Appeal Requested Date:	



Help Manual for AICTE website

Successful message will be displayed

AICTE New Application:

Home Change Password Student Details New/Extension Approval New/Extension Approval - Help Desk My Institute Application Screen

Application Approval

Quick Links 1 of 2+

Menu

Institute Details View Upload by RO Inst.Area-Comm. Fac. Library Book JFDR Details Fees Structure AQIS History

Organisation Details Program De Windows Internet Explorer of Institute

Contact Details Course Deta Your 2013-2014 application sucessfully created. Please click on Save button and then you can continue editing data for 2013-2014. ts Count

Land Details Faculty Det OSMAN\Grievance Details

Building Details Instruction: tagging

Technical Campus Grants Rec OK

Application- Header TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE -->) 1 of 2+

Menu New Application Save Submit Application & Proceed to Payment Create 2013-2014 Application Appeal to SAC UPDATE PAYMENT STATUS

Current Application Number:* 1-1253936262 Current Status:* New Attend Scrutiny Committee On:

Permanent Institute Id: 1-465574941 Sub Status: Application Type: Extension-Expansio

Academic Year:* 2013-2014 Application Opened on:* 06/12/2012 Appeal Requested Date:

Chapter: Application Submitted on: Overall Deficiency(Y/N):



Help Manual for AICTE website

Click on 'Save button to save the copied data for academic year 2013-2014.

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File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Creditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Contact Details Land Details Building Details Faculty Details Instructional Area Amenities Area Other Facilities Laboratory Details Library Facilities Computational Facilities Technical Staff Circulation Area Operational Funds Admin & Library Staff Check Processing Fee Payments AQIS Application Students Count

Application- Header TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE -->) 1 of 1+

Menu New Application Save Create 2013-2014 Application Appeal to SAC UPDATE PAYMENT STATUS

Current Application Number: 1-1252151976 Current Status: New Attend Scrutiny Committee On: Application Type: Extension-Expansior Application Team: AE860401 Appeal Requested Date: Application Opened on: 25/09/2012 Application Submitted on: Permanent Institute Id: 1-9009071 Academic Year: 2013-2014 Sub Status: Application Submitted on: Year: 2013-2014

Processing Fee Payment Details

Total Processing Fee: Processing Fee Paid: Balance Processing Fee:

Declaration

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year.:

I understand that after I submit the application on Portal, my application shall become un-editable: ☐

- The Current Application Number is automatically generated by the system.
- If the Institute is approved in 12-13 then the institute is allowed to create 13-14 application.
- **Now the newly copied data for Academic year 2013-2014 can be edited by the user.**
- **Follow Manual Instructions while entering the following details:**
- New Programme cannot be added by Existing Institutes
- For add New programme the institute should apply using a new login
- **Institutes can submit the application after entering all details.**



Navigation between 2012-2013 and 2013-2014 applications

Institutes can navigate from 2012-2013 application to 2013-2014 application by the following methods:

1. Click on the 'My Institute Application Screen' tab





Help Manual for AICTE website

2. Click on appropriate application number to navigate to 2011-2012 or to 2012-2013 or to 2013-2014 academic year application. It contains application data for both academic years. Navigation can be easily done from this view.

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File Edit View Query Tools Help

All New Applications View:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

My Institute Application

Application No	Permanent instit	Status	Sub Status	Academic Year
1-1252151976	1-9009071	New		2013-2014
1-405476662	1-9009071	Reco to Council		2011-2012
1-707742414	1-9009071	Submitted to RO	Payment Received	2012-2013

3. Click on below stated button to navigate to the any application

File Edit View Query Tools Help

All New Applications View: > AICTE New Application form Part A:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Technical Campus Vocational Course Education Service Request

Application Approval

Application- Header

Menu New Application Save Create 2013-2014 Application Appeal to SAC UPDATE PAYMENT STATUS

Current Application Number:	1-1252151976	Current Status:	New	Attend Scrutiny Committee On:	
Permanent Institute Id:	1-9009071	Sub Status:		Application Type:	Extension-Expansion
Academic Year:	2013-2014	Application Opened on:	25/09/2012	Application Team:	AE860401
		Application Submitted on:		Appeal Requested Date:	

Processing Fee Payment Details		Declaration	
Total Processing Fee:		I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year:	
Processing Fee Paid:		Year: 2013-2014	
Balance Processing Fee:		I understand that after I submit the application on Portal, my application shall become un-editable: <input type="checkbox"/>	

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Print EOA 2012-13 Organisation View Uploads by RO Contact Person Land Details Building Details Programme

Application- Header

Menu Save



Help Manual for AICTE website

Application Report

The detailed process of generating the Application Report is given below:

1. In the “**New/Extension Approval Screen**” and Go to “**Institute Details Tab**”

The screenshot displays the AICTE Web Portal interface in Microsoft Internet Explorer. The browser's address bar shows the URL: http://www.aicte-india.org/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=9t8bxtl-18mtP7K. The page title is "AICTE - Bringing e-Governance to ensure transparency". The navigation menu includes "Home", "Change Password", "New/Extension Approval(11-12)", "New/Extension Approval(12-13)", "New/Extension Approval(13-14)", and "New/Extension Approval". The "New/Extension Approval" tab is selected, and the "Institute Details" sub-tab is active. The form contains several sections: "Processing Fee Payment Details" with fields for "Total Processing Fee:", "Processing Fee:", and "Balance Processing Fee:"; "Declaration" with a text area for a declaration and a "Year:" dropdown set to "2013-2014"; and "Institute Details" with fields for "Name of the Institution:", "Address of the Institution:", "Bank IFSC Code:", "PAN:", "Institution Type:", and "Any Un-aided Course?". The "Institute Details" section is highlighted with a red header. The bottom of the page shows a status bar with the text "Local intranet | Protected Mode: Off" and a system clock showing "1:05 PM 12/3/2012".



Help Manual for AICTE website

2. Click on **Reports Icon**.

AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://www.aicte-india.org/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=9t8bxi-18mtP7K

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File Edit View Query Tools Help

AICTE New Application: Reports

Home Change Password New/Extension Approval(11-12) New/Extension Approval(12-13) New/Extension Approval(13-14) New/Extension Approval

Application Approval

Quick Links

Menu

Institute Details	View Upload by RO	Inst.Area-Comm. Fac.	Library Book	JFDR Details	Fees Structure	AQIS History
Organisation Details	Program Details	Administrative Area	eJournal	Financial Details	Hostel Facilities	Head of Institute
Contact Details	Course Details	Amenties Area	Library Facilities	Circulation Area	Check Processing Fee	Students Count
Land Details	Faculty Details	Other Facilities	Computational Facilities	Operational Funds	Payments	OMBUDSMAN\Grievance Details
Building Details	Instructional Area	Laboratory Details	Technical Staff	Admin & Library Staff	AQIS Application	Anti-Ragging
Technical Campus	Grants Received					

Application- Header

TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE -->) 1 of 1+

Menu New Application Save Submit Application & Proceed to Payment Create 2013-2014 Application Appeal to SAC UPDATE PAYMENT STATUS

Current Application Number:* 1-1444092146 Current Status:* New Attend Scrutiny Committee On:

Permanent Institute Id: 1-437684021 Sub Status: Application Type: Extension-Expansior

Academic Year:* 2013-2014 Application Opened on:* 21/11/2012 Appeal Requested Date:

Chapter: Application Submitted on: Overall Deficiency(Y/N): Y

Applications Post all your AICTE related queries to Helpdesk Email helpdesk@aicte-india.org Post all your vocational related queries to Helpdesk Email VocEduAICTE@gmail.com 5 of 7

javascript:void(0) Local intranet | Protected Mode: Off 100%

Start 1:07 PM 12/3/2012



Help Manual for AICTE website

3. Select "Application Report Part 1 2013-2014".

AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://www.aicte-india.org/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=9t8bxl-18mtP7K

Home | Char | Application Report Part 1 2013-2014 | Application Report Part1 | Application Report Part2 | EVC Evaluation Report | My BI Publisher Reports | Schedule Report

Quick Links

Institute Detail | Organisation Details | Contact Details | Land Details | Building Details | Technical Campus | Program Details | Course Details | Faculty Details | Instructional Area | Grants Received | Administrative Area | Amenties Area | Other Facilities | Laboratory Details | eJournal | Library Facilities | Computational Facilities | Technical Staff | JFDR Details | Financial Details | Circulation Area | Operational Funds | Admin & Library Staff | Fees Structure | Hostel Facilities | Check Processing Fee | Payments | AQIS Application | AQIS History | Head of Institute | Students Count | OMBUDSMAN\Grievance Details | Anti-Ragging

Application- Header

Menu | New Application | Save | Submit Application & Proceed to Payment | Create 2013-2014 Application | Appeal to SAC | UPDATE PAYMENT STATUS

Current Application Number:* 1-1444092146 | Current Status:* New | Attend Scrutiny Committee On: | Permanent Institute Id: 1-437684021 | Sub Status: | Application Type: Extension-Expansion | Academic Year:* 2013-2014 | Application Opened on:* 21/11/2012 | Appeal Requested Date: | Chapter: | Application Submitted on: | Overall Deficiency(Y/N): Y

Email helpdesk@aicte-india.org | Post all your vocational related queries to Helpdesk Email VocEduAICTE@gmail.com

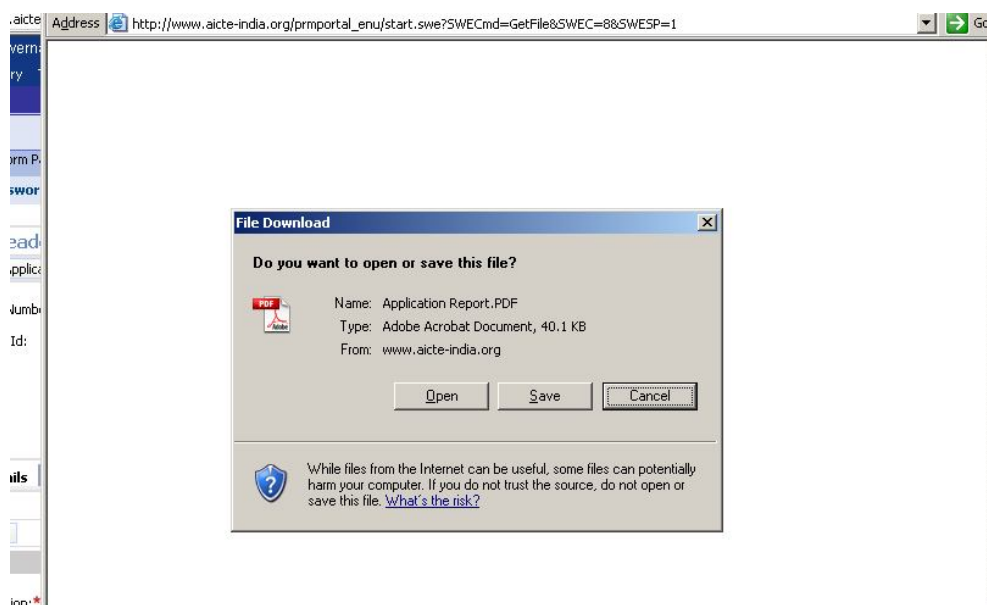
1:03 PM 12/3/2012



Help Manual for AICTE website

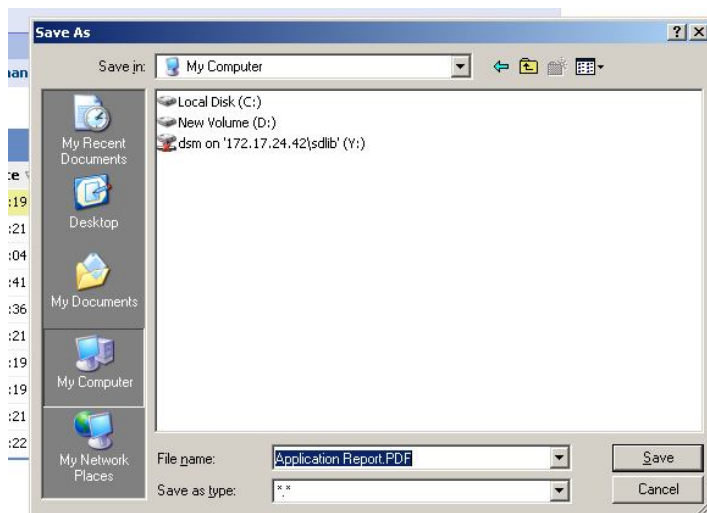
4. A pop up window will open as below, click submit (Sometimes if the window is small in size & submit button is not visible, then drag the window to maximum size till you are able to see the submit button)

5. Once you click on submit another pop up window will open asking to Open or save the report. Click Save.





6. Mention the path where you want to save & click ok.



7. Sometimes, you may find that at step 5, when you click on 'Open' or 'Save', the Application Report doesn't get displayed and the small window that popped up does not respond or refreshes . In such cases, you are required to close this pop-up window in the system. (Pls do not close the main application window) and Go to reports and click "My BI Publisher Reports" as given below.



Help Manual for AICTE website

AICTE New Application

Home Change F

-----BI Publisher-----
Application Report Part1
Application Report Part2
My BI Publisher Reports

Extension Approval Student Details New/Extension Approval

Application Approval

Menu New Application Save Submit Application & Proceed to Payment Undo Submit

Current Application Number:* 1-396137213
Permanent Institute Id: 1-6632691
Academic Year:* 2011-2012

Current Status:* Submitted to RO
Sub Status: Payment Received
Application Opened on:* 30/12/2010
Application Submitted on: 05/03/2011
Attend Scrutiny Committee On:

Date- Expert Committee Visit:
Application Type: Extension
Application Team: CUSEF
Appeal Requested Date:
Closed:

For All New Diploma Institute

Have You Been Issued LOI Last Year?:
Reference Id #:

To Print Application Report, Click on the Reports Icon and Select Application Report.

Institute Details Organisation View Uploads by RO Contact Person Land Details Building Details Conversion to Technical Campus Head of Institute Pro

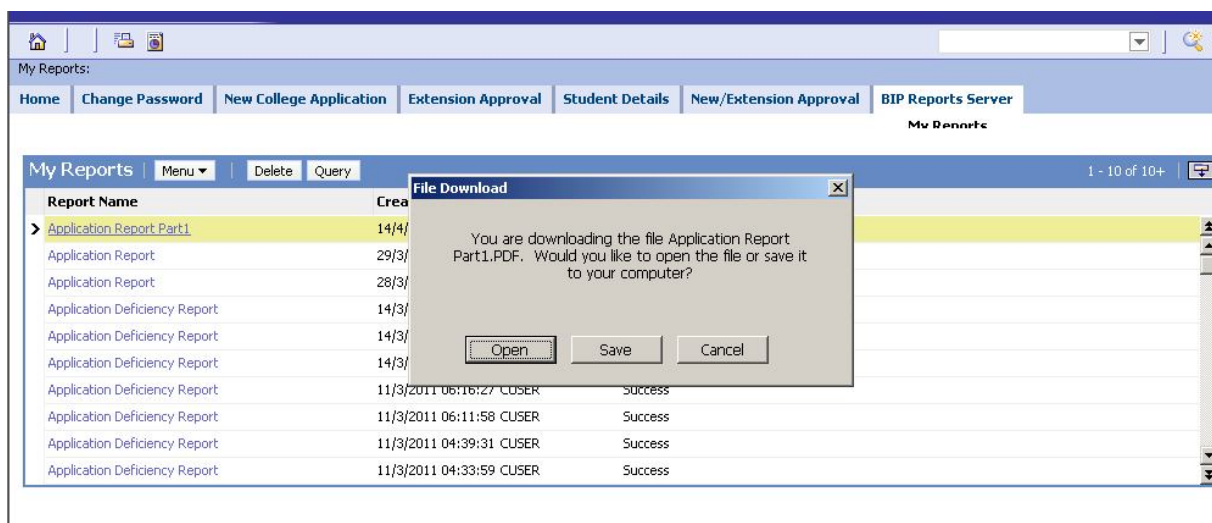


Help Manual for AICTE website

8. You will be navigated to the My Reports View

Report Name	Created Date	Owner	Status
> Application Report Part1	14/4/2011 12:05:39	CUSER	Success
Application Report	29/3/2011 11:44:58	CUSER	Success
Application Report	28/3/2011 08:05:19	CUSER	Success
Application Deficiency Report	14/3/2011 04:22:51	CUSER	Success
Application Deficiency Report	14/3/2011 04:18:58	CUSER	Success
Application Deficiency Report	14/3/2011 04:17:11	CUSER	Success
Application Deficiency Report	11/3/2011 06:16:27	CUSER	Success
Application Deficiency Report	11/3/2011 06:11:58	CUSER	Success
Application Deficiency Report	11/3/2011 04:39:31	CUSER	Success
Application Deficiency Report	11/3/2011 04:33:59	CUSER	Success

9. Select the record with recent date and time and Report name 'Application Report Part 1' and check if Status is 'Success'. Click on the hyperlink on the Report name .The file will start downloading.



10. Click Save Button & give the path where you want to save. Then take the Print out.

Generating Application Report Part 2



Help Manual for AICTE website

11. Click on **Reports Icon** & select **Application Report Part2_2013-2014**

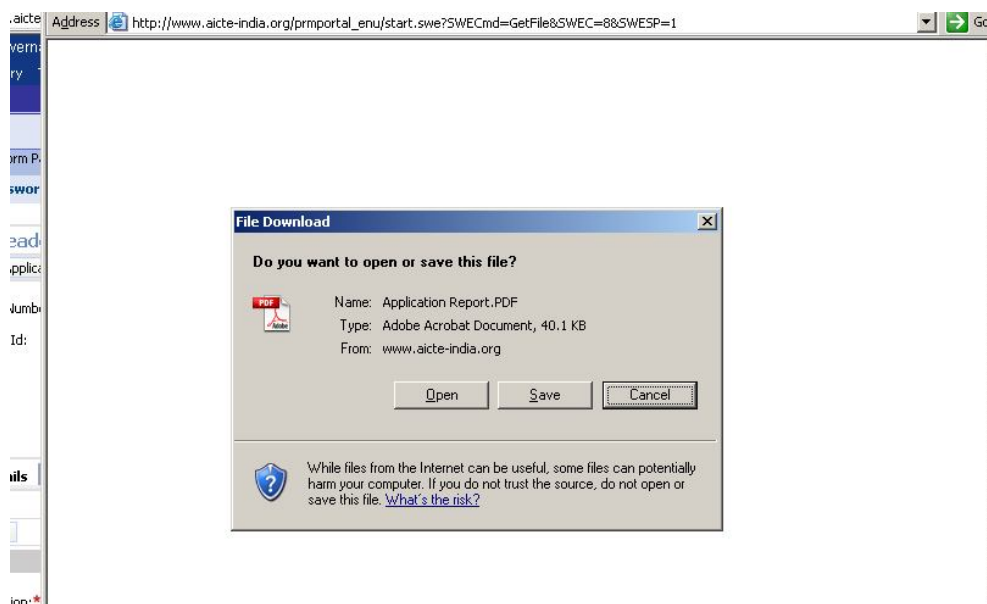
The screenshot displays the AICTE Web Portal interface. The browser window title is "AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited". The address bar shows the URL: http://www.aicte-india.org/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=VsSj7EaN2dADn. The page features a navigation bar with links like Home, Char, and a dropdown menu for "Application Report Part2_2013-2014". A "Quick Links" menu is visible on the left, with the "Application Report Part2_2013-2014" option highlighted. The main content area displays a grid of links for various institute details, including Organisation Details, Program Details, Administrative Area, eJournal, Financial Details, Hostel Facilities, and Head of Institute. The "Application-Header" section at the bottom contains fields for Current Application Number, Permanent Institute Id, Academic Year, Chapter, Current Status, Sub Status, Application Opened on, Application Submitted on, Attend Scrutiny Committee On, Application Type, Appeal Requested Date, and Overall Deficiency(Y/N).



Help Manual for AICTE website

12. A pop up window will open as below, click submit (Sometimes if the window is small in size & submit button is not visible, then drag the window to maximum size till you are able to see the submit button)

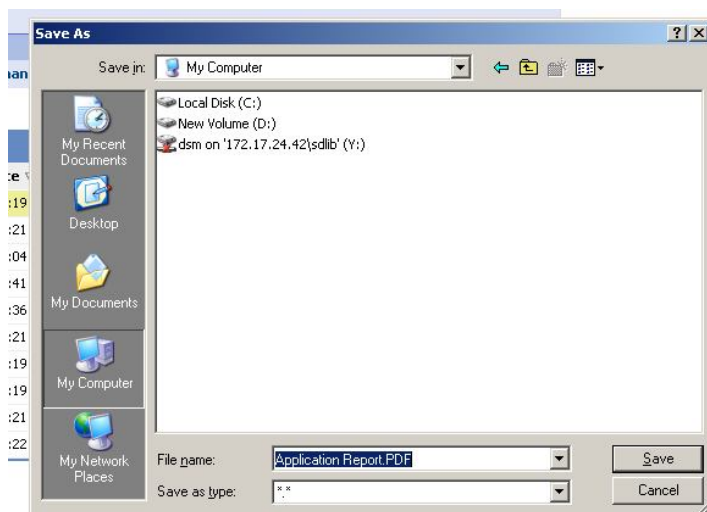
13. Once you click submit another pop up window will open asking to Open or save the report. Click Save.





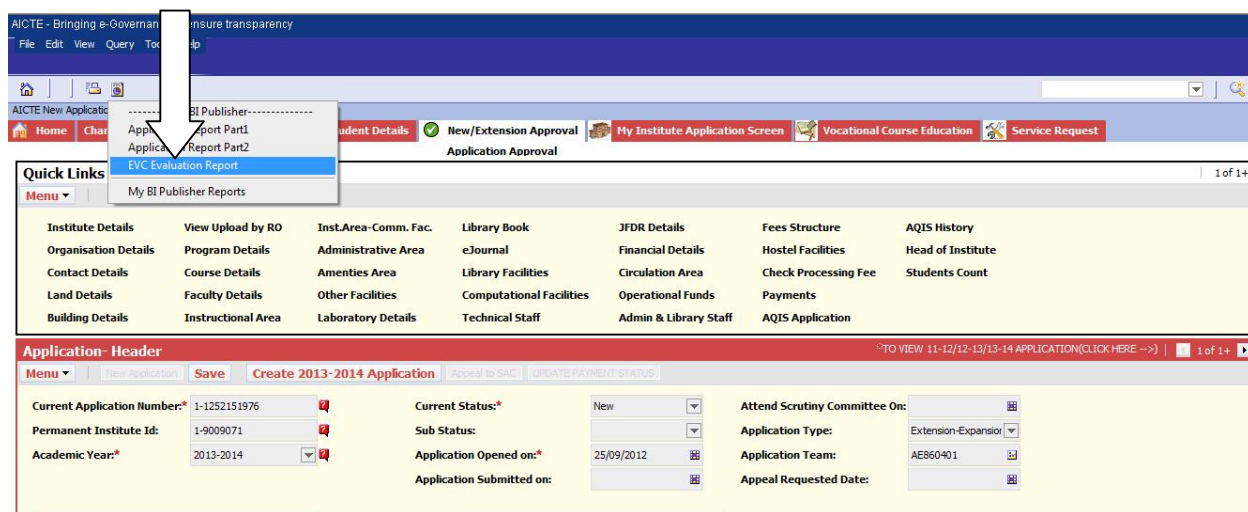
Help Manual for AICTE website

14. Mention the path where you want to save & click ok.



15. Sometimes, you may find that at step 12, when you click on 'Open' or 'Save', the Application Report Part 2 doesn't get displayed and the small window that popped up does not respond or refreshes. In such cases, you are required to close this pop-up window in the system. (Pls do not close the main application window) and Go to reports and click "My BI Publisher Reports" and follow steps 7 to 10 to download the file .

16. Click on **Reports Icon** & select **EVC Evaluation Report**





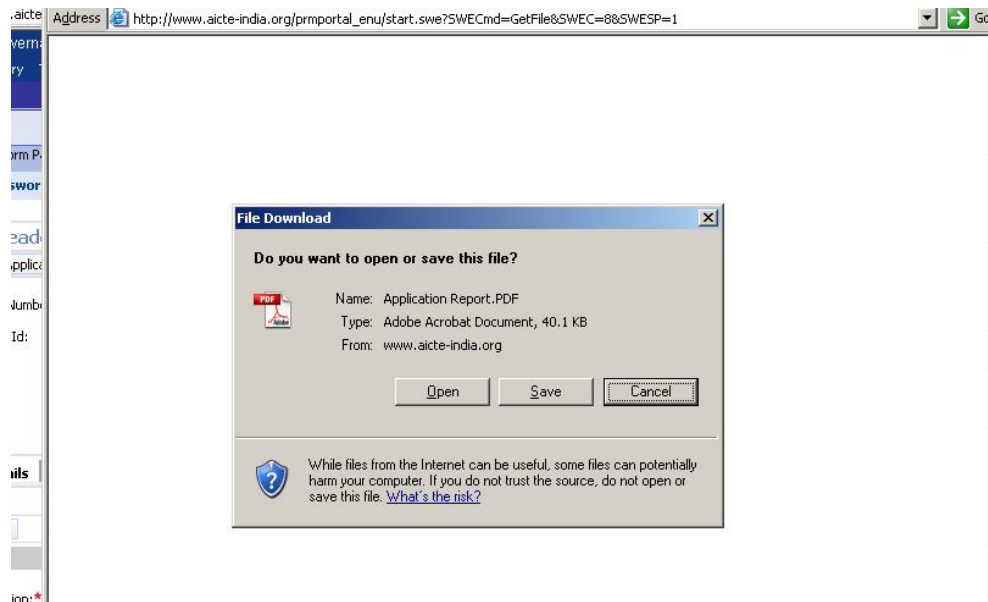
Help Manual for AICTE website

17. A pop up window will open as below, click submit (Sometimes if the window is small in size & submit button is not visible, then drag the window to maximum size till you are able to see the submit button)

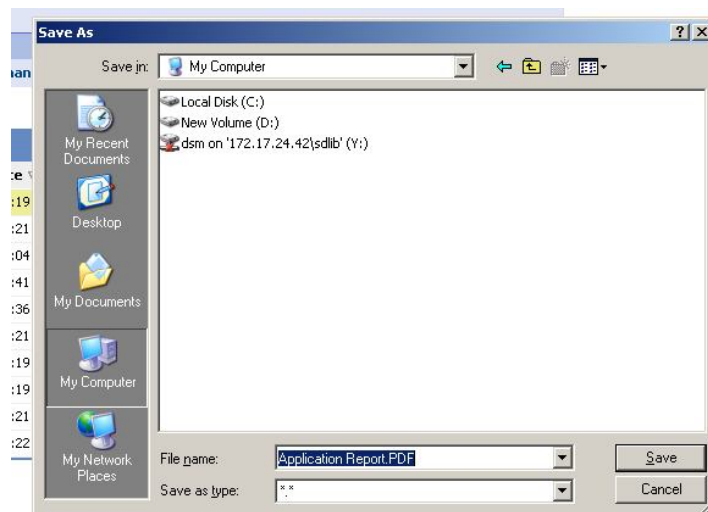
18. Once you click submit another pop up window will open asking to Open or save the report. Click Save.



Help Manual for AICTE website



19. Mention the path where you want to save & click ok.





Help Manual for AICTE website

Deficiency Report

The detailed process of generating the Deficiency Report is given below:

1. Go to "Calculate Deficiency" Tab

The screenshot displays the AICTE Web Portal interface in Microsoft Internet Explorer. The browser's address bar shows the URL: http://www.aicte-india.org/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&SWETS=1354517584281. The page title is "AICTE - Bringing e-Governance to ensure transparency". The navigation menu includes: Home, Change Password, Student Details, CII Questionnaire, New/Extension Approval, My Institute Application Screen, and CMAT Final Merit List. The main content area is titled "Application Approval" and contains the "Application- Header" section. This section includes fields for Current Application Number (1-1404757364), Permanent Institute Id (1-14068819), Academic Year (2013-2014), Chapter, Current Status (New), Sub Status, Application Opened on (01/11/2012), Application Submitted on, Attend Scrutiny Committee On, Application Type (Extension-Expansio), Appeal Requested Date, and Overall Deficiency(Y/N) (Y). Below this is the "Processing Fee Payment Details" section with fields for Total Processing Fee, Processing Fee Paid, and Balance Processing Fee. The "Declaration" section contains a text area for a declaration and a checkbox for "I understand that after I submit the application on Portal, my application shall become un-editable:". The bottom navigation bar includes: Institute Details, Operational Status, Company/Industry Details, Calculate Deficiency, Print EOA 2011-12, Print EOA 2012-13, and Organisation. The "Calculate Deficiency" tab is active, showing a list of programs: Administrative Area, Amenities Area, Computational Facilities, and ENGINEERING AND TECHNOLOGY. The footer includes the Helpdesk Email (helpdesk@aicte-india.org) and a link to post queries to VocEduAICTE@gmail.com.



Help Manual for AICTE website

2. Click on **Reports Icon** & select **Application Deficiency Report 13-14** or **Application Deficiency Report 12-13** or **Application Deficiency Report 11-12** depending upon the application's year for which you are generating the deficiency report.

N.B: Depending on the application you have selected, the academic year of the application will be checked and if Deficiency report for that academic year is not generated then report will generate a message prompting user to select the correct academic year's application before generating the report.

The screenshot displays the AICTE Web Portal interface in Microsoft Internet Explorer. The browser's address bar shows the URL: http://www.aicte-india.org/prmportal_enu/start.swe?SWECmd=Login&SWEPL=1&SWETS=1354517584281. The portal's header includes the AICTE logo and the tagline "Bringing e-Governance to ensure transparency". The main navigation bar contains links for "Home", "Char", "CII Questionnaire", "New/Extension Approval", "My Institute Application Screen", and "CMAT Final Merit List". The "Application Approval" section is active, showing a dropdown menu for "Application Deficiency Report 13-14". The form fields include:

- Current Application Number: 1-1404757364
- Permanent Institute Id: 1-14068819
- Academic Year: 2013-2014
- Chapter: (empty)
- Current Status: New
- Sub Status: (empty)
- Application Opened on: 01/11/2012
- Application Submitted on: (empty)
- Attend Scrutiny Committee On: (empty)
- Application Type: Extension-Expansio
- Appeal Requested Date: (empty)
- Overall Deficiency(Y/N): Y

The "Processing Fee Payment Details" section shows:

- Total Processing Fee: (empty)
- Processing Fee Paid: (empty)
- Balance Processing Fee: (empty)

The "Declaration" section contains a statement: "I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year: Year: 2013-2014". Below this is a checkbox for "I understand that after I submit the application on Portal, my application shall become un-editable: []".

The bottom navigation bar includes links for "Institute Details", "Operational Status", "Company/Industry Details", "Calculate Deficiency", "Print EOA 2011-12", "Print EOA 2012-13", and "Organisation". The "Calculate Deficiency" section is expanded, showing a list of areas: "Administrative Area", "Amenities Area", "Computational Facilities", and "ENGINEERING AND TECHNOLOGY".



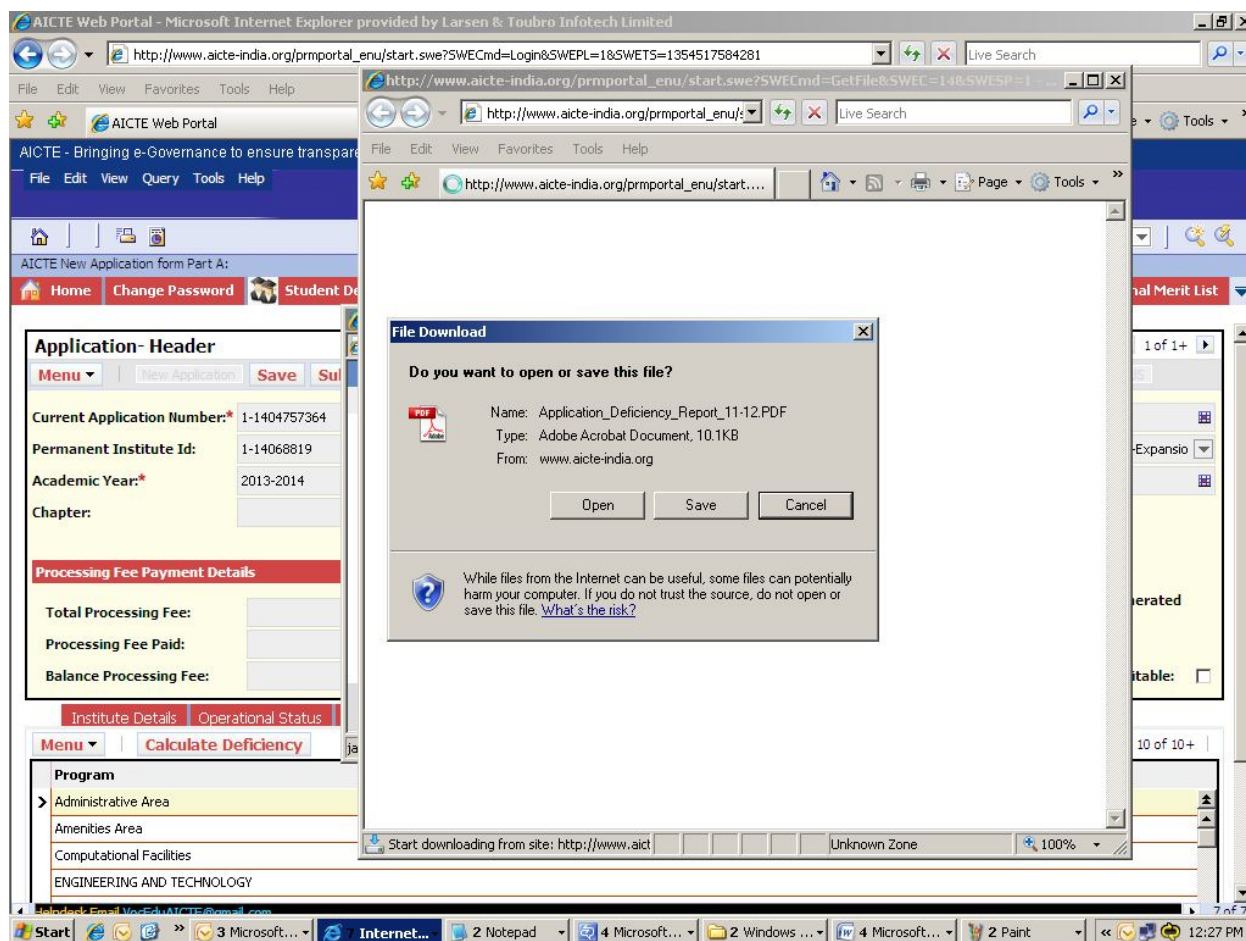
Help Manual for AICTE website

3. A pop up window will open as below, click submit (Sometimes if the window is small in size & submit button is not visible, then drag the window to maximum size till you are able to see the submit button)



Help Manual for AICTE website

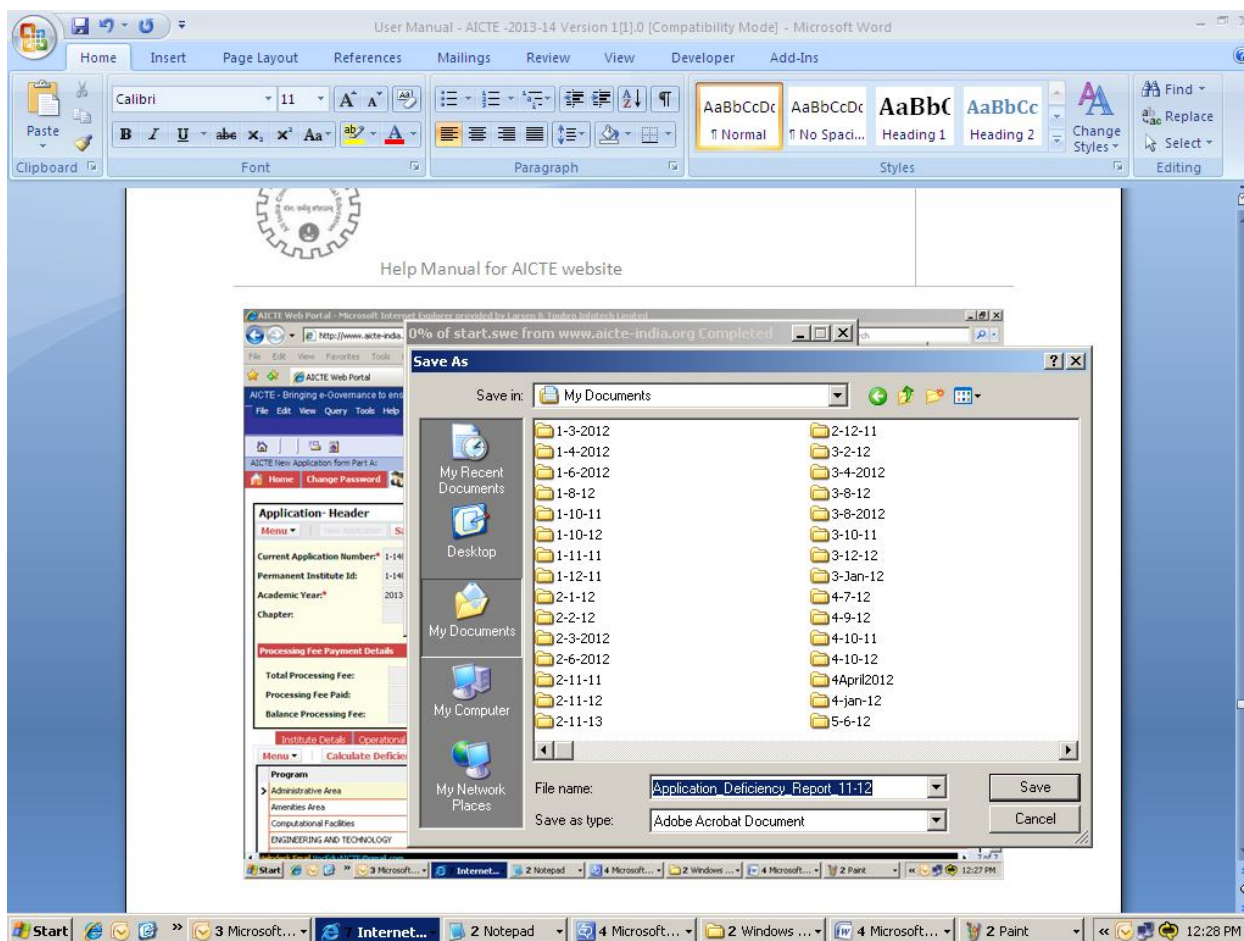
4. Once you click submit another pop up window will open asking to Open or save the report. Click Save.





Help Manual for AICTE website

5. Mention the path where you want to save & click ok.



6. Sometimes, you may find that at step 5, when you click on 'Open' or 'Save', the Deficiency Report doesn't get displayed and the small window that popped up does not respond or refreshes. In such cases, you are required to close this pop-up window in the system. (Pls do not close the main application window) and Go to reports and click "My BI Publisher Reports" as given below.



Help Manual for AICTE website

AICTE Web Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://www.aicte-india.org/portalforteam/start.swe

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE Calculate Deficiency

Home Char

Application Deficiency Report 11-12
Application Deficiency Report 12-13
Application Deficiency Report 13-14

My BI Publisher Reports

New/Extension Approval
Application Approval

My Institute Application Screen
BIP Reports Server

Quick Links

Institute Details	View Upload by RO	Inst.Area-Comm. Fac.	Library Book	JFDR Details	Fees Structure	AQIS History
Organisation Details	Program Details	Administrative Area	eJournal	Financial Details	Hostel Facilities	Head of Institute
Contact Details	Course Details	Amenties Area	Library Facilities	Circulation Area	Check Processing Fee	Students Count
Land Details	Faculty Details	Other Facilities	Computational Facilities	Operational Funds	Payments	OMBUDSMAN\Grievance Details
Building Details	Instructional Area	Laboratory Details	Technical Staff	Admin & Library Staff	AQIS Application	Anti-Ragging
Technical Campus	Grants Received					

Institute Details Operational Status Company/Industry Details Calculate Deficiency Print EOA 2011-12 Print EOA 2012-13 Organisation

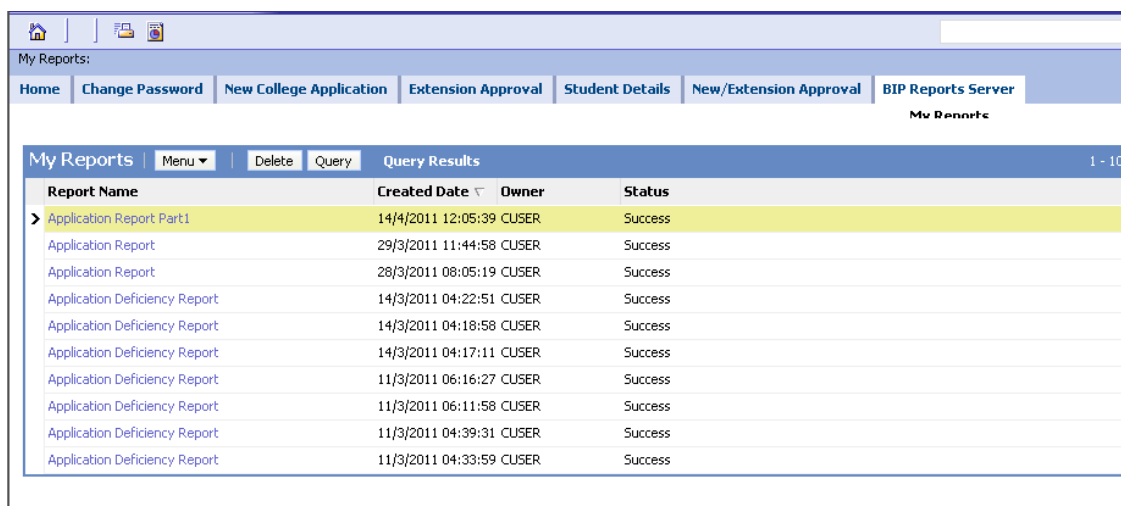
*TO VIEW 11-12/12-13/13-14 APPLICATION(CLICK HERE -->) 1 of 1+

Menu



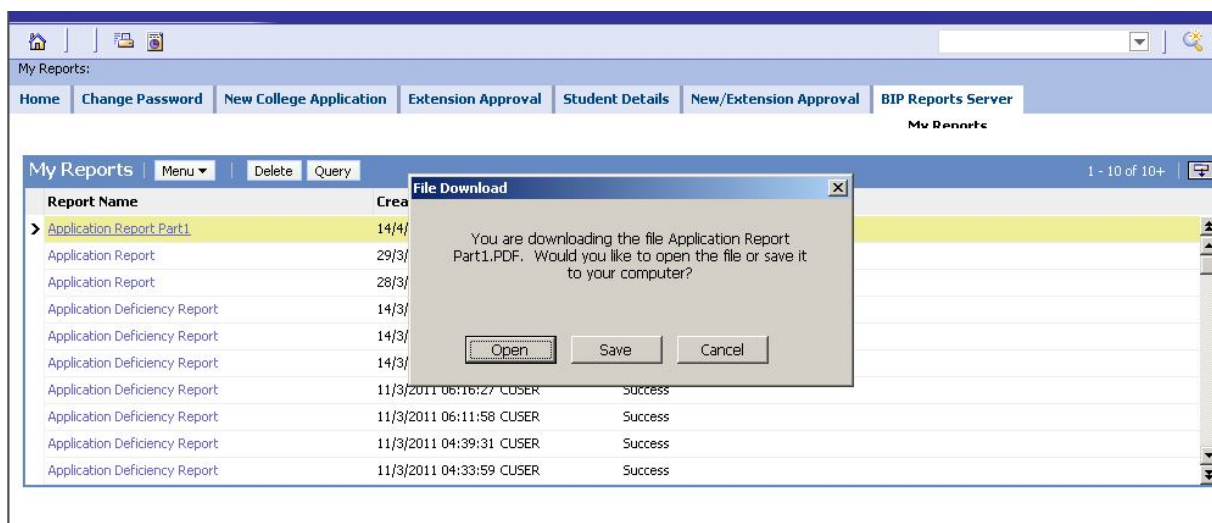
Help Manual for AICTE website

7. You will be navigated to the My Reports View



Report Name	Created Date	Owner	Status
> Application Report Part1	14/4/2011 12:05:39	CUSER	Success
Application Report	29/3/2011 11:44:58	CUSER	Success
Application Report	28/3/2011 08:05:19	CUSER	Success
Application Deficiency Report	14/3/2011 04:22:51	CUSER	Success
Application Deficiency Report	14/3/2011 04:18:58	CUSER	Success
Application Deficiency Report	14/3/2011 04:17:11	CUSER	Success
Application Deficiency Report	11/3/2011 06:16:27	CUSER	Success
Application Deficiency Report	11/3/2011 06:11:58	CUSER	Success
Application Deficiency Report	11/3/2011 04:39:31	CUSER	Success
Application Deficiency Report	11/3/2011 04:33:59	CUSER	Success

8. Select the record with recent date and time and Report name 'Application Deficiency Report' and check if Status is 'Success'. Click on the hperlink on the Report name .The file will start downloading.



Report Name	Created Date	Owner	Status
> Application Report Part1	14/4/2011 12:05:39	CUSER	Success
Application Report	29/3/2011 11:44:58	CUSER	Success
Application Report	28/3/2011 08:05:19	CUSER	Success
Application Deficiency Report	14/3/2011 04:22:51	CUSER	Success
Application Deficiency Report	14/3/2011 04:18:58	CUSER	Success
Application Deficiency Report	14/3/2011 04:17:11	CUSER	Success
Application Deficiency Report	11/3/2011 06:16:27	CUSER	Success
Application Deficiency Report	11/3/2011 06:11:58	CUSER	Success
Application Deficiency Report	11/3/2011 04:39:31	CUSER	Success
Application Deficiency Report	11/3/2011 04:33:59	CUSER	Success

9. Click Save Button & give the path where you want to save. Then take the Print out.



Check Processing Fee

To check the breakup of the payment before or after submitting an application, go to “Check Processing Fee” Tab & click on “Calculate processing fee” Button.

The screenshot displays the AICTE website interface. At the top, there is a navigation bar with the text 'AICTE - Bringing e-Governance to ensure transparency' and a menu with 'File', 'Edit', 'View', 'Query', 'Tools', and 'Help'. Below this is a 'Processing Fee Payment Calculation' section with tabs for 'Home', 'Change Password', 'Student Details', 'New/Extension Approval', 'New/Extension Approval - Help Desk', and 'My Institute Application Screen'. A white arrow points to the 'Check Processing Fee' tab in the navigation bar. The 'Check Processing Fee' tab is active, showing a form with the following fields:

- Type of Institution: Deemed/Private/This Institute University: ☐ Percentage Grant Received from Government:
- Minority/Women's only/Northern Hilly Area Institute: ☐ Unaided Course (Govt/Govt-Aided): ☒

Below these fields is a section titled 'Processing Fees Applicable for:' with a table showing the breakdown of fees:

Application Type:	Amount
New Institute	500000
Conversion of Women Only Institute to Co-Ed:	0
Change in Name of Institution:	0
Change in Institute Site Address:	0
Dual Degree/Integrated Course:	0
Reduction in Intake/Closure of Course/Program:	0
Increase in Intake/Additional Course:	100000
Introduction of Second Shift Program/Course:	0
Introduction or Continuation of PIO Seats:	0
Introduction or Continuation of NRI Seats:	0
Application for Foreign Collaboration:	0
Total Fees:	600000

At the bottom of the page, there is a footer with the text 'to 31st August 2012 User Manual for SKP Applications For any CII related queries Contact Tushar Garg tushar.garg@ci.in +91-9810985000 or Shalini Sharma shalini.sharma@ci.in' and a status bar showing 'Local intranet | Protected Mode: Off' and '100%' zoom.



Once you click the Calculate Processing Button Fees that are applicable for all cases will be generated as above:

Anytime before submitting the application user can check their Processing Fees using the "Calculate Processing Fee" Button.



Help Manual for AICTE website

Payments

Inside the **New/Extension Approval** tab, click on the **Payments** tab.

AICTE - Bringing e-Governance to ensure transparency
File Edit View Query Tools Help

Processing Fee Payment:

Home Change Password Accreditation Student Details **New/Extension Approval** My Institute Application Screen Vocational Course Education Service Request

Application Approval

Quick Links 1 of 1+

Menu

Institute Details	View Upload by RO	Inst.Area-Comm. Fac.	Library Book	JFDR Details	Fees Structure	AQIS History
Organisation Details	Program Details	Administrative Area	eJournal	Financial Details	Hostel Facilities	Head of Institute
Contact Details	Course Details	Amenties Area	Library Facilities	Circulation Area	Check Processing Fee	Students Count
Land Details	Faculty Details	Other Facilities	Computational Facilities	Operational Funds	Payments	
Building Details	Instructional Area	Laboratory Details	Technical Staff	Admin & Library Staff	AQIS Application	

Application-Header *TO VIEW 11-12/12-13 APPLICATION(CLICK HERE -->) 1+

Menu

Current Application Number:*	1-1252243392	Current Status:*	New	Name of the institution:*	SDAFSDF
Permanent Institute Id:	1-10094841	Sub Status:		Academic Year:*	2013-2014

Institute Details Operational Status Deficiency Applicant Print EOA 2011-12 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) **Payments**

Menu Select mode of Payment Delete No Records



Help Manual for AICTE website

Inside the payments tab, click on **Select mode of Payment** button. Then select the mode of payment from the options available in the list. For making payment via Corporate Internet Banking or Retail Banking of banks other than ICICI, select the option **CIB/Retail Banking(Other Bank)**.

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

Processing Fee Payment:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Vocational Course Education Service Request

Application Approval

Institute Details Status Deficiency Applicant Print EOA 2011-12 Organisation View Uploads by RO Contact Person Land Details Building Details Programme Courses (Shift 1 & 2) Payments

The selected field is case sensitive. No Records

Menu Select mode of Payment

Before making the Payment, Please Refer Payment Guidelines Document on the Help page of AICTE website.

Check Processing Fee Tab can be Used to Verify the Breakup of the Processing Fee.

Steps for making Payment:

1. Select Mode of Payment.
2. Edit Amount in Amount Field(In case of Part Payments).
3. After Payment is Successfully Done .Click on "View Payment Status" Button.
4. After Complete Processing Fee Payment is Done .Click on "UPDATE PAYMENT STATUS" Button on Header Form to Update Status of Application.

Mode of Payment: <Case Required>

CIB (ICICI Only)

CIB/Retail Banking(Other Bank)

Step 2: Corporate Internet Banking (CIB)-ICICI

Menu

No Records



List of Banks available for payment:

Below is the list of banks available for payment via **CIB/Retail Banking (Other Bank)** mode of payment.

Bank Name	Retail Banking	Corporate Internet Banking
Allahabad Bank	Available	Not Available
Axis Bank	Available	Not Available
Bank of Bahrain and Kuwait	Available	Not Available
Bank of Baroda	Available	Available
Bank of India	Available	Available
Bank of Maharashtra	Available	Available
Central Bank of India	Available	Not Available
City Union Bank	Available	Available
Corporation Bank	Available	Not Available
DCB Bank	Available	Not Available
Deutsche Bank	Available	Available
Dhanlaxmi Bank	Available	Not Available
Federal Bank	Available	Available
ICICI Bank	Available	Not Available
IDBI Bank	Available	Not Available
Indian Bank	Available	Not Available
Indian Overseas Bank	Available	Available
J and K Bank	Available	Available
Karnataka Bank	Available	Not Available
Karur Vysya Bank	Available	Available
Oriental Bank of Commerce	Available	Available
South Indian Bank	Available	Not Available
Standard Chartered Bank	Available	Not Available
State Bank Of Bikaner and Jaipur	Available	Available
State Bank of Hyderabad	Available	Available
State Bank of India	Available	Available
State Bank of Mysore	Available	Available
State Bank of Patiala	Available	Available
State Bank of Travencore	Available	Available
Tamilnad Mercantile Bank	Available	Not Available
Union Bank of India	Available	Available
United Bank of India	Available	Not Available
Vijaya Bank	Available	Not Available
Yes Bank	Available	Not Available
Indusind Bank	Available	Available
ING Vysya Bank	Available	Not Available



Help Manual for AICTE website

Now on **Step 3: Payment Details**, a payment detail containing the payment Id, payment mode and payment amount for our application is present. Now on **Step 2: Corporate Internet Banking / Retail Banking –Other Banks** click on the link **Click Here to make Payment(Other Banks)**.

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

Processing Fee Payment:

Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Vocational Course Education Service Request

Application Approval

Step 2: Corporate Internet Banking (CIB)-ICICI

No Records

Menu Query Results

Corporate Internet Banking (CIB) Payment is only applicable to ICICI Account Holders with Corporate ID.

Amount (edit amount in case of part payment): 10,000 Total Amount to be paid:

Transaction Id:

Receipt: ☐

For latest terms & conditions of Corporate Internet Banking (CIB), Click Here

I hereby confirm that I have read the terms and conditions towards payment over internet and I accept the same: ☐

Click Here to Make Payment(ICICI Bank Only)

Step 3: Payment Details

Menu Save Query View Payment Status Query Results

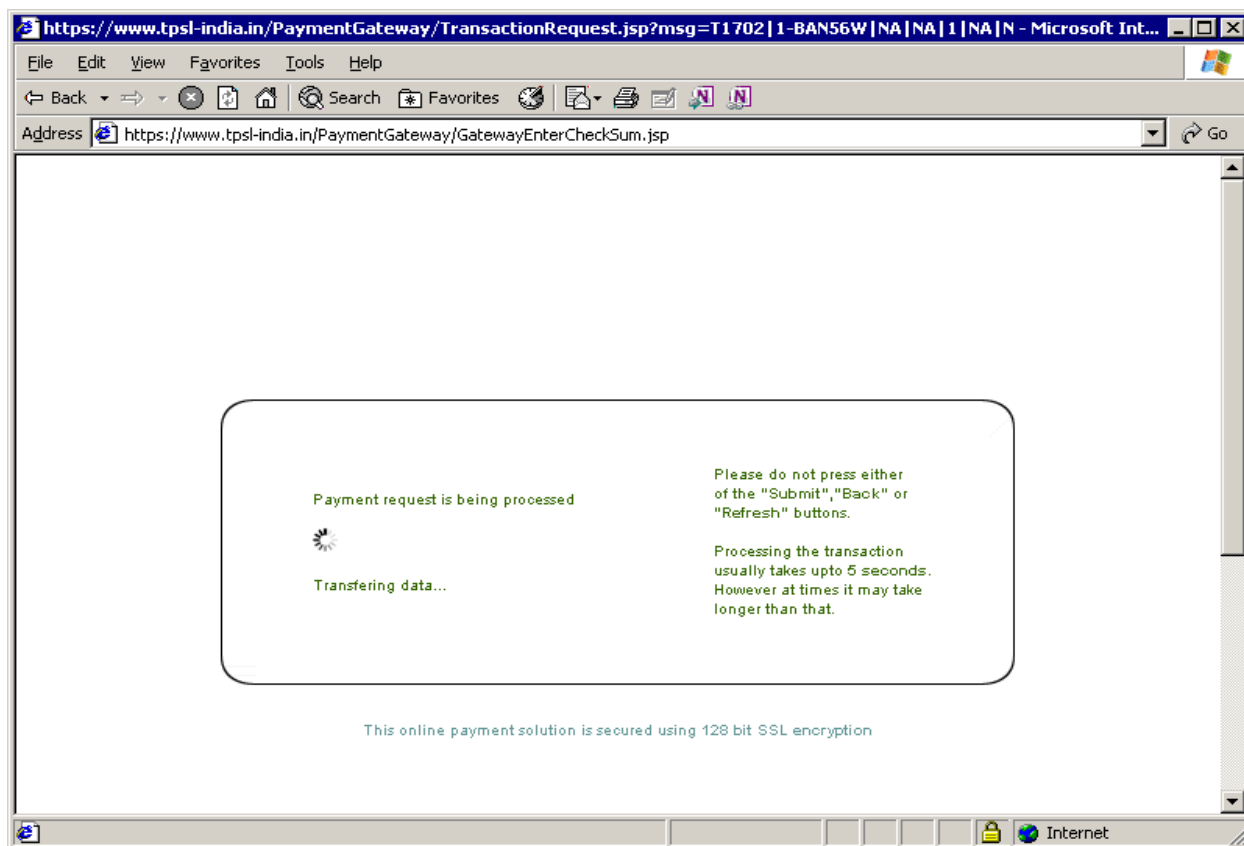
No Records

Payment Id	Payment Mode	Bank Transaction ID	TPSL Transaction ID	Receipt	Part Payment An	Total Amount	ICICI Cheque #	PO Number	Bank Name	Bank Branch	PO
234234	"CIB/Retail Banking(Other Bank)"	231423				10,000			ICICI	vashi	



Help Manual for AICTE website

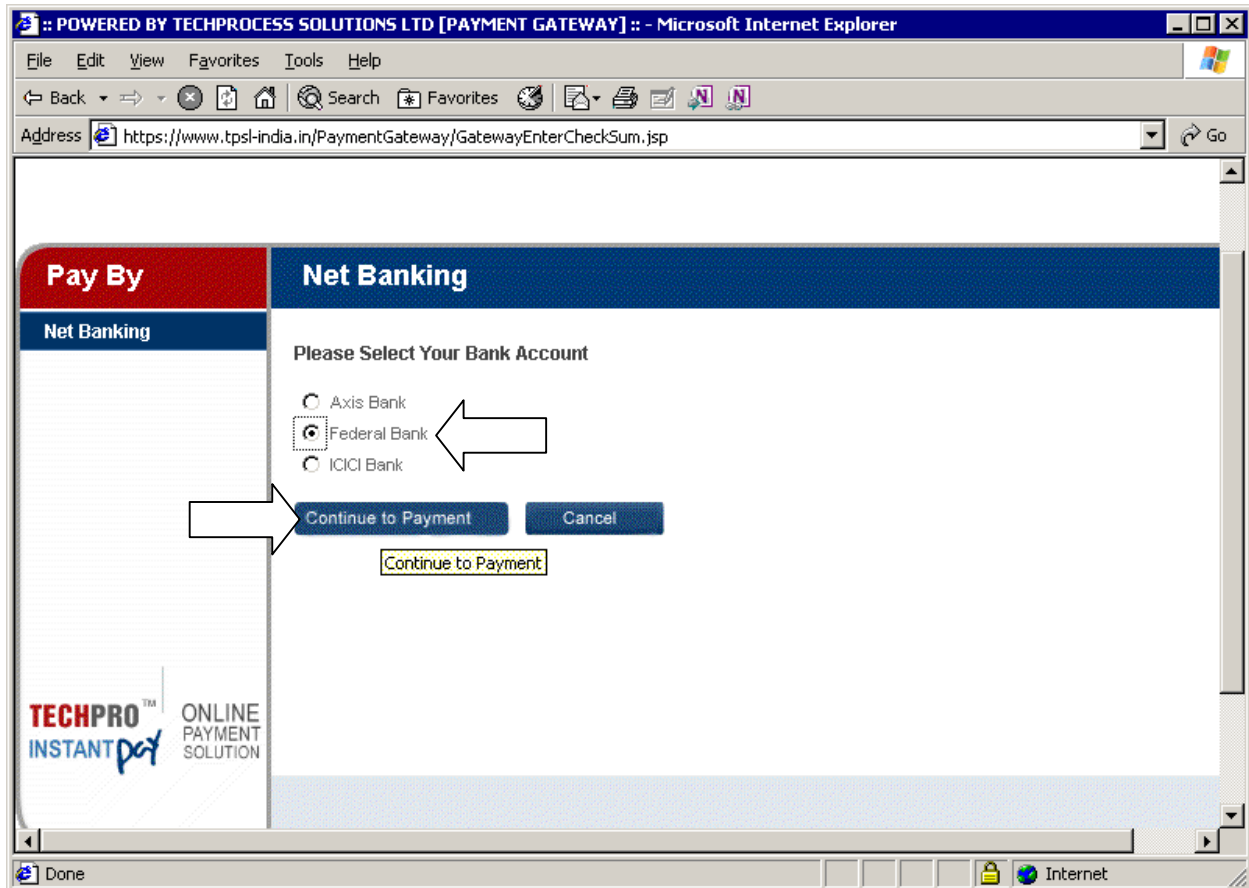
You will be redirected to the banks payment page. Don't refresh the page.





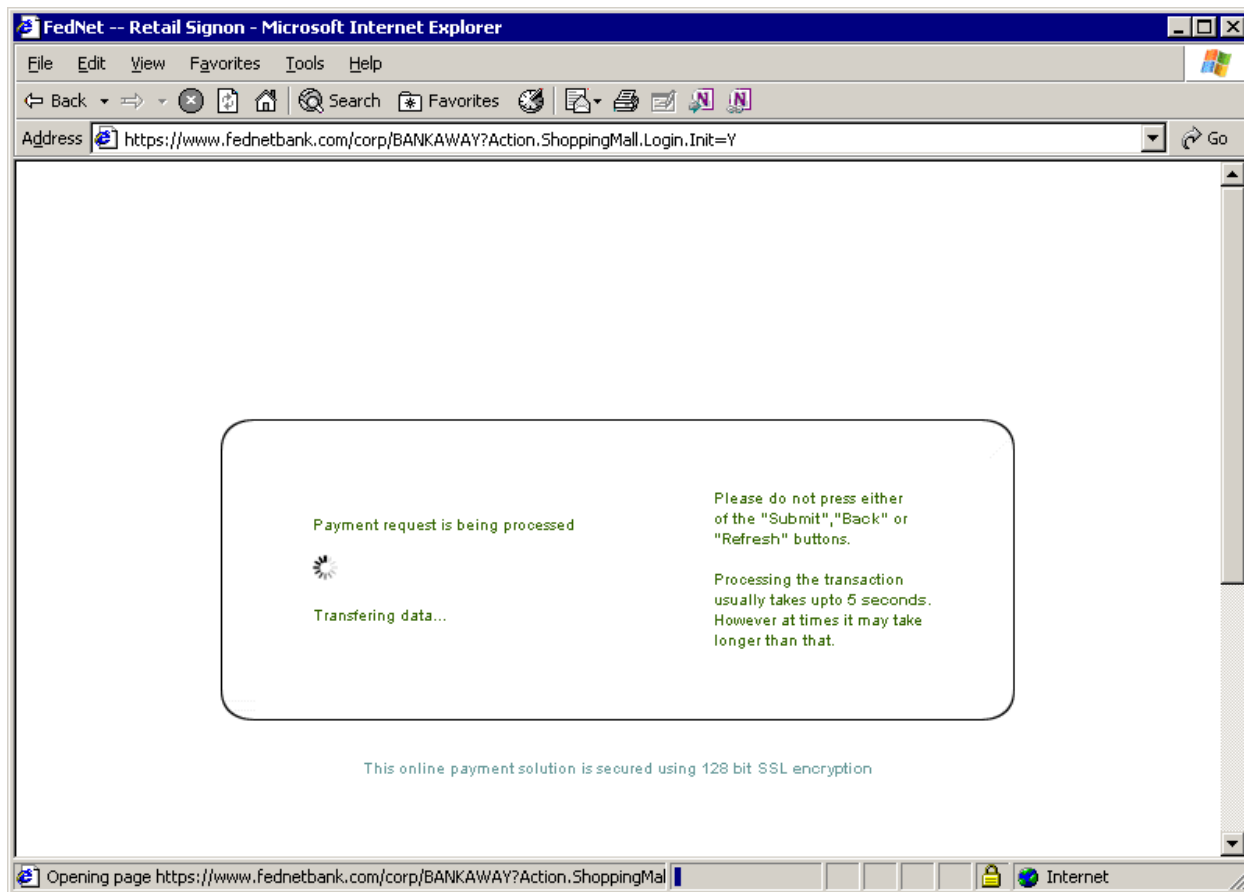
Choose the bank to make the payment and click on the button **Continue to Payment**.

To make payment by **Federal Bank**, Choose the bank and click on the button **Continue to Payment**.





Help Manual for AICTE website





Help Manual for AICTE website

If you wish to make payment by **Retail Banking**, enter the **User ID / Password** and click on the **Login** button. If you want to make payment by **Corporate Internet Banking** click on the **Corporate Users Click here** button.



Help Manual for AICTE website

To make payment by **Corporate Internet Banking**, enter the **Corporate ID / User ID / Password** and click on the **Login** button.

FedNet -- Corporate Signon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.fednetbank.com/corp/BANKAWAY?jsessionid=00000vz0zzlqtUsBxoNUBzBvoR:-1?bwayparam=uk6d41mvtruGSvoNrJbGHI> Go

Your browser is not Java enabled please enable Java through : Tools > Internet Options > Security Settings > Custom Level.

FEDERAL BANK
YOUR PERFECT BANKING PARTNER

FedNet
Internet Banking at its best

Login

Corporate ID :

User ID :

Password :

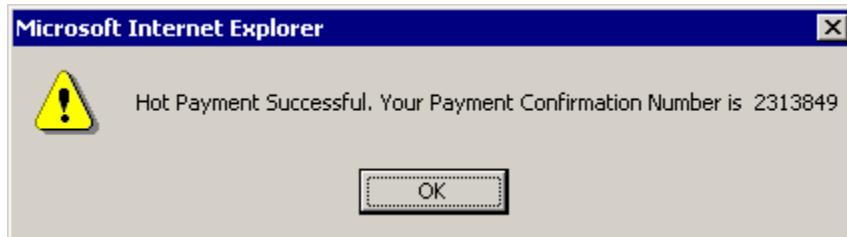
DISCLAIMER :

1) Our bank does not ask for the details of your account/ PIN/ password. Therefore any one pretending to be asking you for

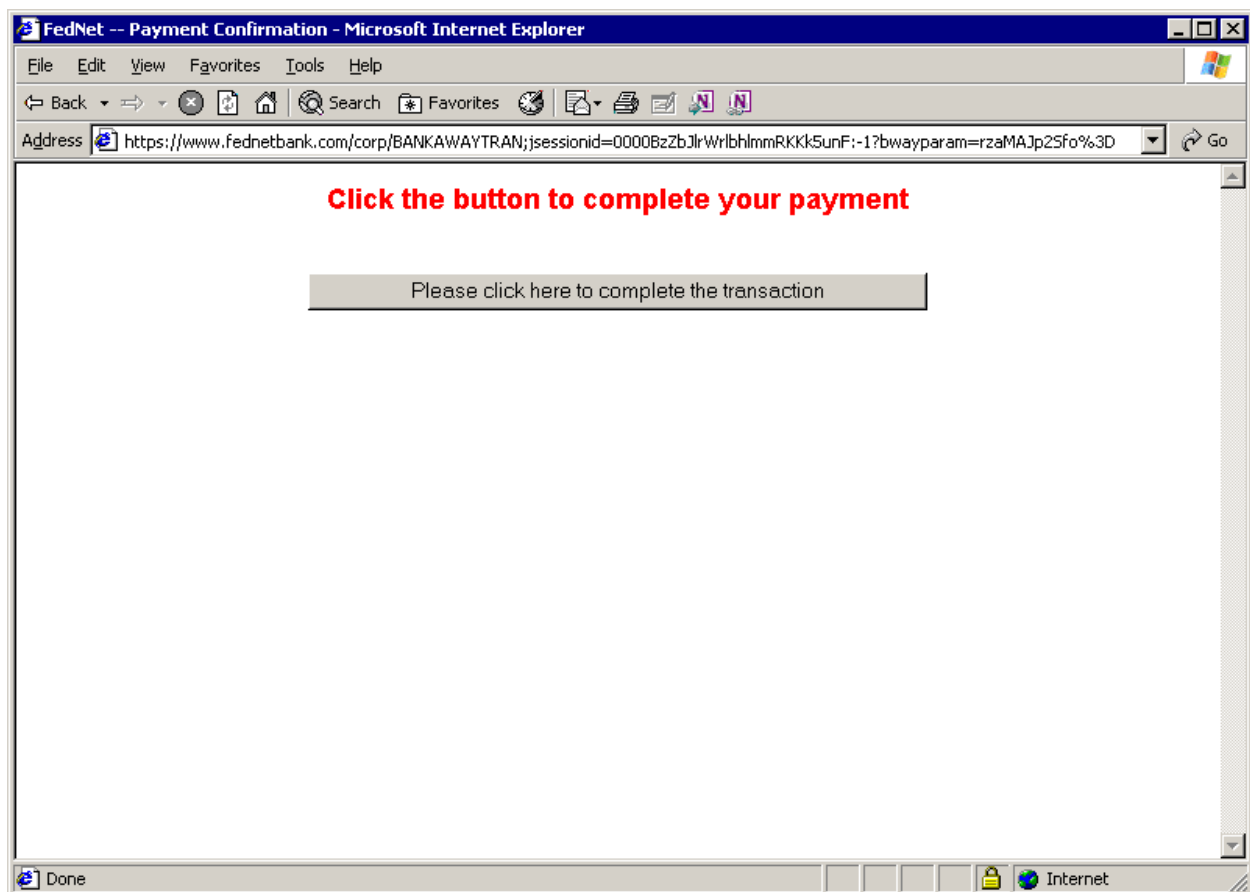


Help Manual for AICTE website

After you have successfully made the payment from your bank account, the below pop up message will be displayed. Click on **OK**.



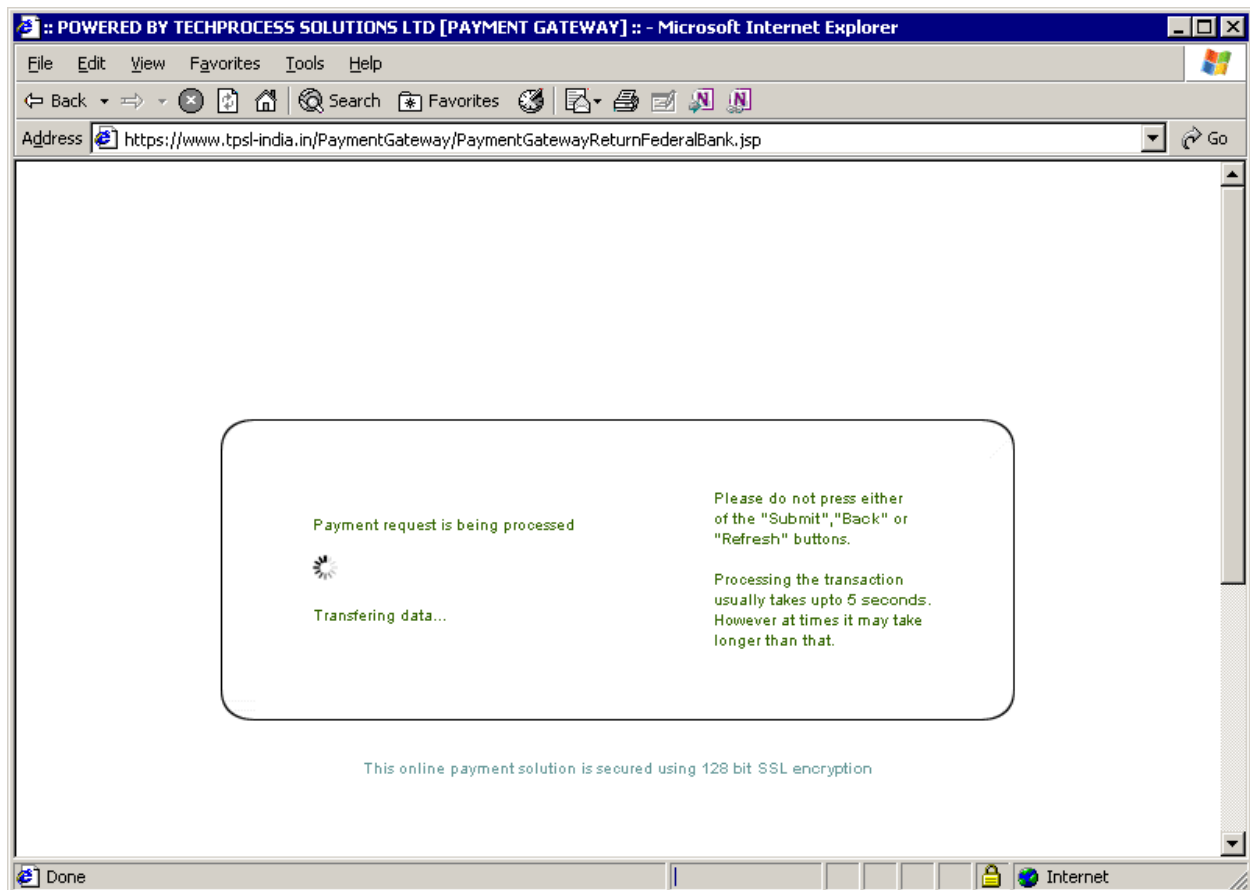
Then click on **Please click here to complete the transaction** button.





Help Manual for AICTE website

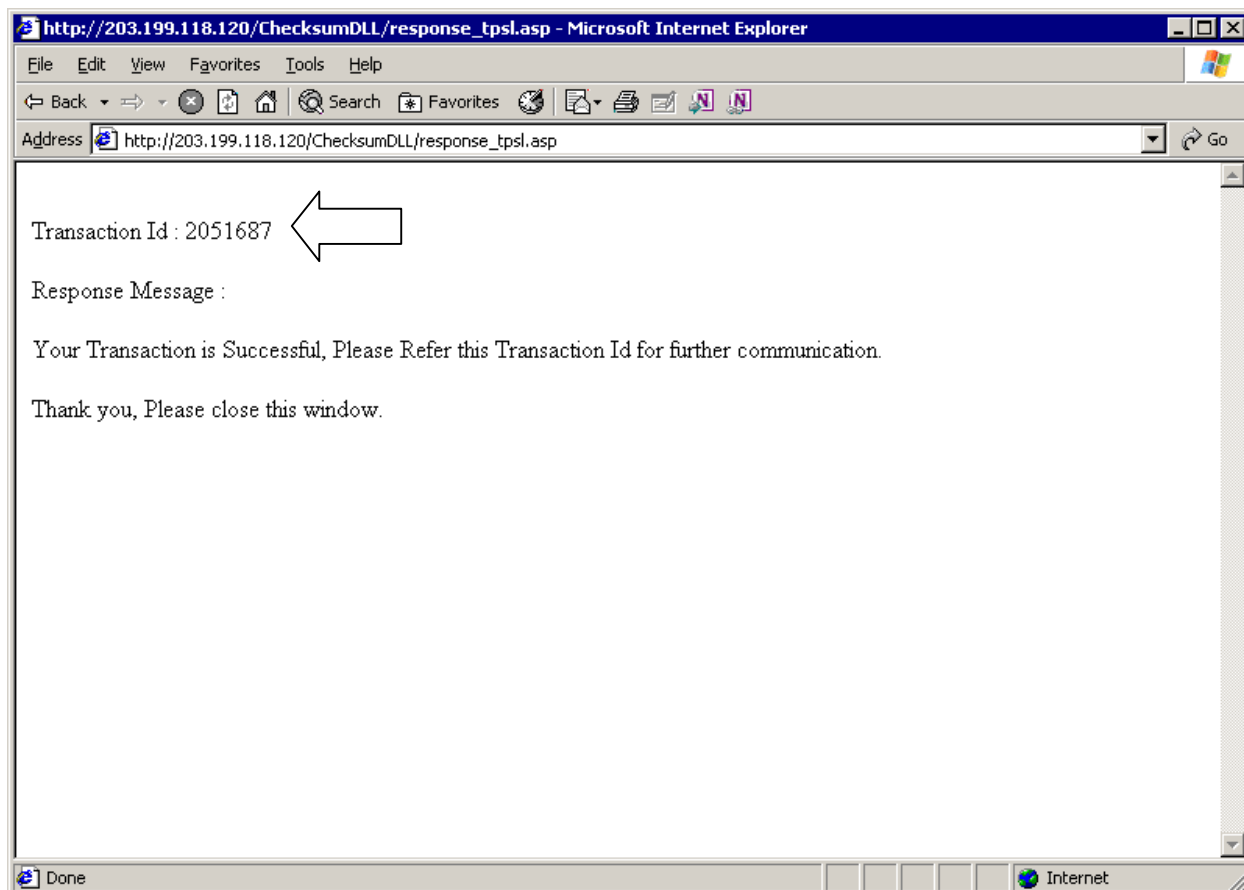
Now you will be redirected to the response page. Don't refresh the page.





Help Manual for AICTE website

In the response page, note down the **Transaction Id**, you can now close the window.





Now click on the **View Transaction ID** button to view the transaction id.

Step 3: Payment Details | Menu | Save | Go | View Transaction ID | No Records

Payment Id	Payment Mode	Bank Transaction ID	TPSL Transaction ID	Receipt	Part Payment An	Total Amount	ICICI Cheque #	PO Number	Bank Name	Bank Branch	PO
> 234234	"CIB/Retail Banking(Other Bank)"	231423				10,000			ICICI	vashi	

Now in the application you can observe that the Transaction ID and Receipt flag are populated. **The payment has been successfully done.**

Once the Payment is successfully done you can see the payment sub status will be change to **"Payment Received"**.



Help Manual for AICTE website

Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited

http://124.247.235.132/prmportal_enu/default.htm?start.swe?SWECmd=Login&SWEPL=1&SWETS=1348903331999

Live Search

Siebel Partner Portal

AICTE - Bringing e-Governance to ensure transparency

File Edit View Query Tools Help

AICTE New Application form Part A:

Home Change Password Student Details New/Extension Approval My Institute Application Screen Vocational Course Education

Application Approval

Quick Links 1 of 1+

Menu

Institute Details	View Upload by RO	Inst.Area-Comm. Fac.	Library Book	JFDR Details	Fees Structure	AQIS History
Organisation Details	Program Details	Administrative Area	eJournal	Financial Details	Hostel Facilities	Head of Institute
Contact Details	Course Details	Amenties Area	Library Facilities	Circulation Area	Check Processing Fee	Students Count
Land Details	Faculty Details	Other Facilities	Computational Facilities	Operational Funds	Payments	
Building Details	Instructional Area	Laboratory Details	Technical Staff	Admin & Library Staff	AQIS Application	

Application- Header TO VIEW 11-12/12-13/13-14 APPLICATION(CLIK HERE -->) 1 of 1+

Menu New Application Save Create 2013-2014 Application Appeal to SAC UPDATE PAYMENT STATUS

Current Application Number:* 1-1031297361 Current Status:* Submitted to RO

Permanent Institute Id: Sub Status: Payment Received

Academic Year:* 2012-2013 Application Opened on:* 30/04/2012

Application Submitted on: 14/05/2012

Attend Scrutiny Committee On: Appeal Requested Date:

Processing Fee Payment Details Declaration

Total Processing Fee: 900,000

I hereby declare that I have verified the data entered in all fields and verified the system generated deficiency report and wish to submit the same for processing for the following year :

User Manual for Vocational Education (AICTE Approved Institutes) Help manual of online application for "AICTE - CII survey of Indus" 1 of 8

Done Internet 100%



Payment Queries Help File

Case 2: Format of e-mail to be sent in case of problem relating to Processing Fee Payment using Payorder/ ICICI Cheque modes: (Please ensure not depositing any bank drafts)

The e-mail should be sent to the mail id: payment.query@aicte-india.org containing the following details:

Subject: Processing Fee Payment – Payorder/ICICI Cheque Payment Problem : <Institute Name>
<Application ID><Payment ID> (As printed on challan)

Mention following details in the body of the mail:

Institution Name:

Application ID:

Contact Person:

Contact Person Mobile Number:

Problem encountered:

Date & Time of Deposit in ICICI Bank Branch:

Amount of Payment :

In case of ICICI Bank cheque, Please mention Cheque number:

In case of ICICI Bank cheque, Please mention ICICI Bank Account Number & Name:

In case of Payorder, Please mention :

Payorder Number:

Issuing Bank name:

Issuing Bank branch

Payable at location:



Name & Address of ICICI Bank branch at which payment was submitted:

Branch Transaction ID (if available):

Important : Please also attach the scanned copy of the challan submitted by you at ICICI Bank branch (acknowledged by branch) along with this email.

Case 3: Format of e-mail to be sent in case of problem relating to Processing Fee Payment using Corporate Internet Banking:

The e-mail should be sent to payment.query@aicte-india.org containing following details:

Subject: Processing Fee Payment – Corporate Internet Banking <Institute Name> <Application ID><Payment ID> (as provided by AICTE server) ; <Transaction ID> (generated at ICICI Bank server if payment successful)

Mention following details in the body of the mail:

Institution Name:

Application ID:

Payment ID :

Contact Person Name :

Contact Person Designation:

Contact Person Mobile Number:

Problem encountered:

Date & Time of Payment:

Amount of payment:

ICICI Bank Account number from which payment was made:

ICICI Bank Account name from which payment was made:

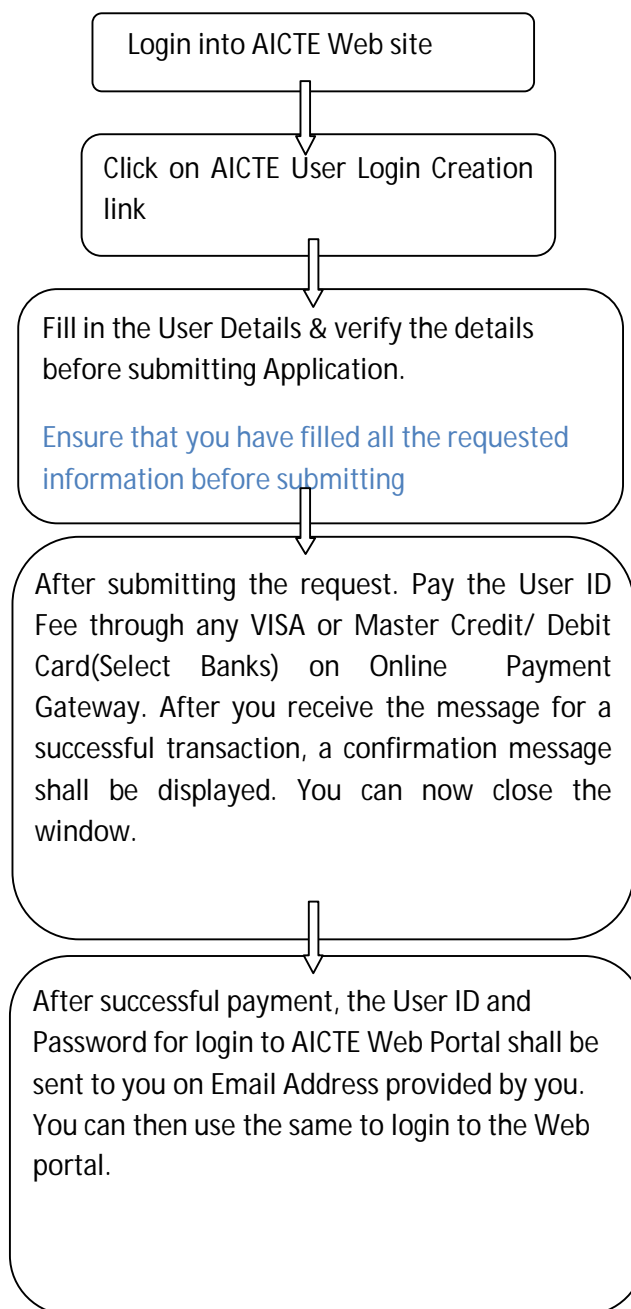
Transaction ID (if available):

For any Miscellaneous query related to payments, please write into payment.query@aicte-india.org or call at 011 - 23724675



New User Id

Process Overview





Help Manual for AICTE website

Creation of Login ID and Password to AICTE Website (www.aicte-india.org)

Step I: Visit AICTE official website www.aicte-india.org and Click on “Request New UserId” Tab.

Government of India, All India Council for Technical Education - Microsoft Internet Explorer provided by Larsen & Toubro Infote

http://www.aicte-india.org/

File Edit View Favorites Tools Help

Government of India, All India Council for Technical E...

Strongly linked with Quality Education...For All

Ancient Universities in India

About Us Departments Grievance MIS/Reports Statistics Education Students Bulletin

Request for Expert User Id
Login for Expert Application
Help - Enroll as AICTE Expert
Important Links
300 Polytechnics in PPP mode
India Education Portal
हिन्दी संस्करण

Welcome to AICTE

The economic progress of a country is strongly linked with Quality Education with values for All. It is therefore, necessary for our technical education to undertake periodic review of the curriculum and subject content of the technical programmes to ensure that they are up to date not outmoded or obsolete and effectively fulfill the technological requirements of the country.

The beginning of formal Technical Education in India can be dated back to the mid 19th Century. The major policy initiatives in the pre-independence period included appointment of the Indian Universities Commission in 1902, issue of the Indian Education policy resolution in 1904 and the Governor General's policy statement

Toll Free Help Line
1800-180-5522

Declared**

Login for AICTE Web Portal
Request New User Id
Request for Targeted Funding

Existing Users please login using the above link Login for AICTE Web Portal & New users please register using the above link Request New User Id

Announcements

is applying for more than 1 new Course or more than 1 Increase in Division for a PG course in Computer Science/IT,

AICTE requests you to add one of the following four courses at PG level as a 2nd option

I. CYBER SECURITY



Help Manual for AICTE website

Step 2: Fill in the required information in the below login form.

- a) Enter your Organization or Trust name in Name of Trust/Organization.
- b) Enter the Contact Person's First Name, Last Name & Designation.



Help Manual for AICTE website

The screenshot shows a web browser window titled "Siebel Partner Portal - Microsoft Internet Explorer provided by Larsen & Toubro Infotech Limited". The address bar shows a URL starting with "http://124.247.235.132/prmportal_enu_si/start.swe?SWECmd=GotoView&SWEView=AICTE2+New+UserId+Req". The page content includes a header "AICTE - Bringing e-Governance to ensure transparency" and a sub-header "AICTE Web Portal: User Name Request Form:". The form is titled "Your Request is of Type: New User Login Request". It contains several input fields: "Name of Trust/Organization:*" (text), "Is this a New Institute?:" (dropdown menu with "No" selected), "Name of Proposed Institute/Existing Institute:*" (text), "Contact First Name:*" (text), "Contact Last Name:*" (text), "Contact Person's Designation:" (text), "Contact Mobile # (10 digit):*" (text), "Contact Email Address:*" (text), "Confirm Contact Email Address:*" (text), "Street Address 1:" (text), "Street Address 2:" (text), "City:*" (text), "District:*" (text), "Pin Code:*" (text), "State:*" (dropdown menu with "Arunachal Pradesh" selected), and "Security Question:*" (dropdown menu with "Your Favourite Sport?" selected). There are three red error messages on the right side of the form: "Please Enter Valid 10 Digit Mobile Number" (next to the mobile number field), "Please Enter Valid Email Address." (next to the email address field), and "Your Username and Password will be sent to this Email Address" (next to the email address field). The browser status bar at the bottom shows "Local intranet | Protected Mode: Off" and a zoom level of "100%".

- c) Enter a Valid 10 Digit Mobile Number for Contact by AICTE when required.
- d) Enter valid Email Address in Contact Email Address Field. Your User Name & Password will be sent to this Email Address.
- e) Your "Confirm Email Address" and "Email Address" should be same or else an error will be displayed.
- f) Enter the Street Address1, Street Address2, City, District, State and Pin Code.
- g) Select a Security Question & provide Security Answer. Do remember your Security Question and Security Answer. You have to provide them in case of Password Reset or Change.
- h) Before Submitting the Application, kindly verify whether you have provided all necessary details correctly and check the 'I Accept' checkbox to accept the latest terms and conditions for ePayments.



Help Manual for AICTE website

l) Once you submit the form, you will be directed to the following page to make the Payment for Creation of User Id through Online Payment Gateway.

The screenshot displays the Siebel Partner Portal interface in a Microsoft Internet Explorer browser window. The address bar shows a URL starting with 'http://124.247.235.132/prmportal_enu_si/start.swe?SWEFo=SWEForm1_0&SWEField=s_1_1_36_0&s_1_1_28_C'. The page title is 'AICTE - Bringing e-Governance to ensure transparency'. Below the title, there is a 'Request Number:' field and a 'List of Your Request' table. The table has three columns: 'Request Number', 'Status', and 'Name of The Organisation'. A single row is visible with '1-1252581401' as the Request Number, 'Submitted' as the Status, and 'test' as the Name of The Organisation. Below the table, there is an 'Additional Notification from AICTE' section. It contains a message: 'Your User Name Request has been successfully accepted. Please note the below mentioned Service Request Number and quote the same in all future communication in this matter. You are now required to make a payment towards the issue of Username and password by using credit card/ debit card on the Online payment gateway by clicking the below link. (The total amount payable shall include fee of Rs.5000 + Bank transaction charges+ taxes) For latest terms & conditions of ePayments, please refer to terms and condition on main page of AICTE website.' Below this, there is a 'Service Request Number : 1-1252581401' field. At the bottom, there is a form with various fields for user information, including 'Name of Trust/Organization', 'Is this a New Institute?', 'Contact First Name', 'Contact Last Name', 'Contact Person's Designation', 'Contact Mobile # (10 digit)', 'Contact Email Address', 'Name of Proposed Institute/Existing Institute', 'Street Address 1', 'Street Address 2', 'City', 'District', 'Postal Code', and 'State'.

Request Number	Status	Name of The Organisation
1-1252581401	Submitted	test

Additional Notification from AICTE

Your User Name Request has been successfully accepted.

Please note the below mentioned Service Request Number and quote the same in all future communication in this matter.

You are now required to make a payment towards the issue of Username and password by using credit card/ debit card on the Online payment gateway by clicking the below link.

(The total amount payable shall include fee of Rs.5000 + Bank transaction charges+ taxes)

For latest terms & conditions of ePayments, please refer to terms and condition on main page of AICTE website.

Service Request Number : 1-1252581401

Name of Trust/Organization: test
Is this a New Institute?: No
Contact First Name: test
Contact Last Name: test
Contact Person's Designation:
Contact Mobile # (10 digit): 1234567899
Contact Email Address: test@test.com

Name of Proposed Institute/Existing Institute: test
Street Address 1:
Street Address 2:
City: ggn
District: ggn
Postal Code: 123456
State: Arunachal Pradesh

j) Note down your Request Number and click "[Click here to make Payment](#)" link. This will open ICICI page as shown below.

k) A confirmation of your having read the terms and conditions towards the payment over internet would be required for you to proceed further. You may confirm the same by clicking the check box, provided "I hereby confirm having read the terms and conditions towards the payment over internet and I accept the same." To view the terms and conditions in details, please click on the link on Terms and conditions available on same page.



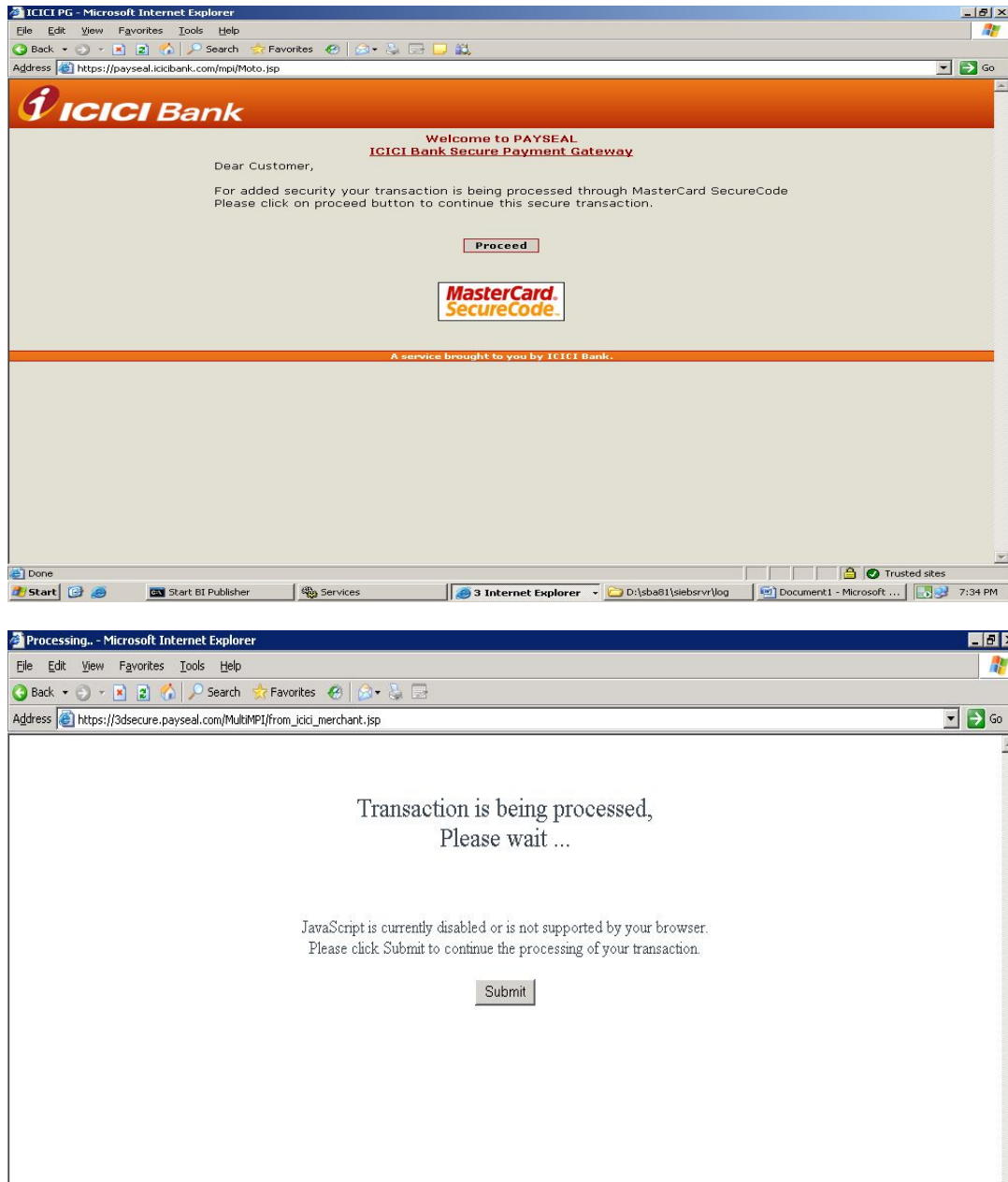
Help Manual for AICTE website

L) You will then be redirected to ICICI Bank Payment gateway. Please input the Credit/Debit Card* details. The amount payable shall include AICTE fee along with convenience fees & taxes.

m) After entering the details, click on "Pay". You would then be prompted to enter 3D verification details of your card for necessary validation of the card.



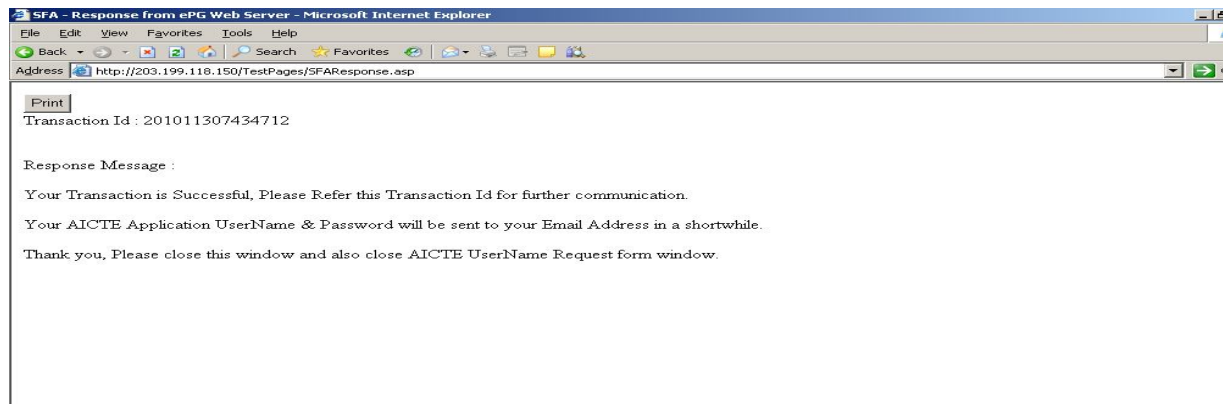
Help Manual for AICTE website





Help Manual for AICTE website

n) Post validation of correct details provided, the transaction shall be processed and you shall receive a message displaying successful payment. You shall then be redirected back to AICTE server, where the following message shall be displayed informing you of the payment transaction Id & informing that the User ID & Password will be sent to the Email Address you provided in the Login form.



o) In case of unsuccessful payment because of invalid card details provided or declining of the transaction by the card issuing bank, or unavailable credit limit on the card you may reattempt the same with corrective action at your end using same card or any other card.

Important Note:

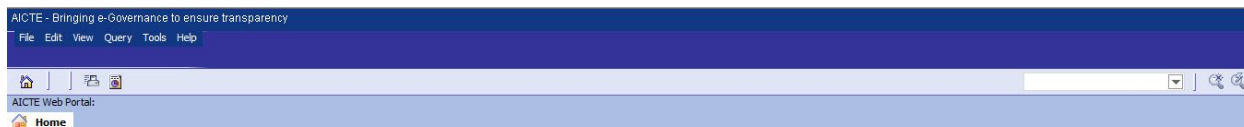
* Credit Cards issued by Master or Visa and VISA Debit cards of select banks namely, ICICI Bank, Allahabad Bank, Andhra Bank, Axis Bank Limited, Bank of Baroda, Bank of India, Bank of Maharashtra, Barclays Bank plc, Canara Bank, Central Bank of India, Centurion Bank of Punjab limited, City Union Bank Ltd, Corporation Bank, Dena Bank, Deutsche Bank AG, Development Credit Bank Ltd., GE Money, HDFC Bank Limited, IDBI Bank Ltd., Indian Overseas Bank, IndusInd Bank Limited, ING Vysya Bank Limited, Karnataka Bank Limited, Kotak Mahindra Bank Ltd, Oriental Bank of Commerce, Standard Chartered Bank, State Bank of India, Syndicate Bank, Tamilnad Mercantile Bank limited, The Bank of Rajasthan limited, The Catholic Syrian Bank Limited, The Cosmos Co-op Bank Limited, The Dhanalakshmi Bank limited, The Federal Bank Ltd, The Hongkong and Shanghai Banking Corporation Limited, The Karur Vysya Bank Ltd, The Lakshmi Vilas Bank Ltd, The Saraswat Co-operative Bank Ltd, UCO Bank, Union Bank of India, Vijaya Bank



Help Manual for AICTE website

Login to AICTE web portal with the User ID and Password provided on e-Mail

Step1: With the User ID and Password provided to you through email, login to the AICTE web portal.



AICTE Web Portal

User Login
Login Name:*

Password:*

☐ Remember my User ID and Password



AICTE Web Portal



Help Manual for AICTE website

Step 2: To Change The Password: To change your password, go to “Change Password” tab & Click “Change Password” Button

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File Edit View Query Tools Help

My Profile Attributes:
Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Vocational Course Education Service Request

My Profile | Change Password

User Profile 1 of 1+

Menu Change Password

User ID: AE860401 Job Title: Applicant
First Name: SANJAY Industry: [Dropdown]
Last Name: BANSAL Home Phone #: [Field]
Gender: [Dropdown] Work Phone #: [Field]
Birth Date: [Calendar] Fax #: [Field]
Alias: [Field] Email: dbiprdoon@rediffmail.com
Time Zone: [Dropdown]

Enter your Old Password, New Password & verify New Password. Click “Save” Button.

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File Edit View Query Tools Help

Password:
Home Change Password Accreditation Student Details New/Extension Approval My Institute Application Screen Vocational Course Education Service Request

My Profile | Change Password

Password

To change your password, enter your current password first, and then enter the new password.

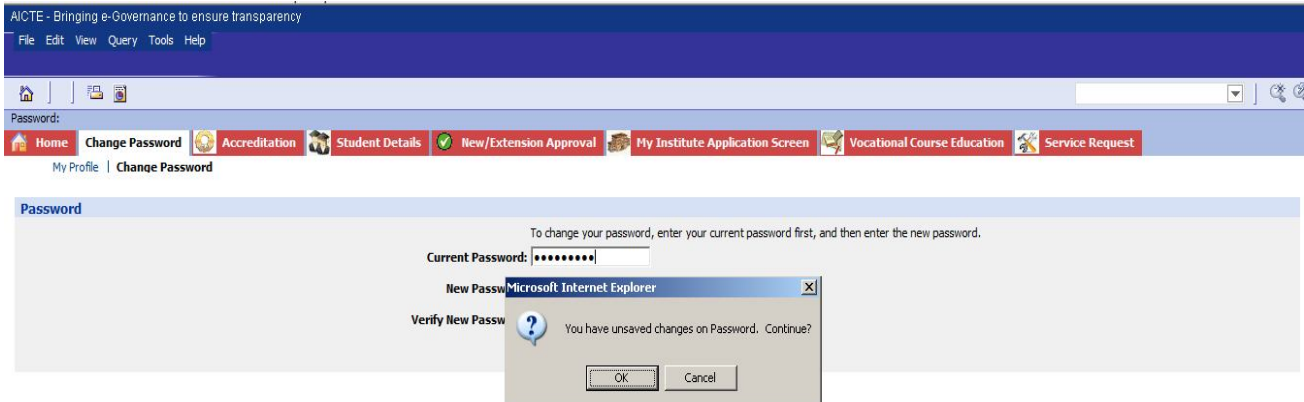
Current Password: [Field]
New Password: [Field]
Verify New Password: [Field]

Save Cancel



Help Manual for AICTE website

Once you click Save, A popup window will appear as “You have Unsaved Changes in Password. Continue?” Click



Once you click Ok, your Password will be changed & you will be redirected to “My Profile View”.



Payment Queries for credit card

In case of query/ problem pertaining to the payment of User Id creation or payment of Processing Fees at AICTE portal, kindly follow the below mentioned procedure:

Step 1: Call the AICTE Helpline numbers in case of payments related query.

Step 2: If so advised by the helpline operator, you should send an email in the specified format (as mentioned below) for resolution of issues related to :

- Confirmation Page not getting generated after Credit/ Debit card payment through Payment gateway for User ID creation
- Double Payment using Payment Gateway
- Payment status not updated for processing fee payment after specified time period mentioned in the user manual has elapsed(.i.e. 4-5 days for Payorder payments, 1-2 Days for ICICI cheque payments)
- Non-updation of payment status for Processing fee payments done through Corporate Internet Banking.

Case 1: Format of e-mail to be sent in case of problem relating to Payment for User ID creation through Credit Card / Debit Card Payment gateway .

The e-mail should be sent to the mail id : payment.query@aicte-india.org containing the following details:

Subject: User ID Creation - Payment Gateway Problem: <Institute Name><Service request number>

Mention following details in the body of the mail:

Institution Name:

Service request number (As provided by AICTE server):

Contact Person:

Contact Person Mobile Number:

Problem encountered:

Date & Time of Payment:



Help Manual for AICTE website

Payment through Credit/ Debit Card:

Name of Bank whose card was used:

Transaction ID (if available):

Authorization Code (if available) (this can be obtained from the bank whose card was used):

In Case of Double Payments, mention 2nd Transaction ID

AICTE Helpline

For any queries pls contact at the following helpline numbers

011 – 23724670 (Fax number for sending AICTE portal related queries)

011 – 23724671

011 – 23724672

011 – 23724673

011 – 23724674

011 – 23724675 (For Payment related queries)